

DOC.  
W 1.35:  
10-285

BOOKSTACKS-  
DOCUMENTS

# TM 10-285

WAR DEPARTMENT TECHNICAL MANUAL

---

THE UNIVERSITY OF ILLINOIS

SEP 25 1947

LIBRARY

## DECEASED PERSONNEL

Library U. of I. Urbana-Champaign

---

WAR DEPARTMENT

JULY 1947



# WAR DEPARTMENT TECHNICAL MANUAL

TM 10-285

This manual supersedes TM 12-240, 1 January 1945 including C 1, 1 May 1945, and C 2, 27 August 1945; TM 12-240A, 1 May 1945; and AAF Manual 39-47-1, April 1945 (formerly AAF Manual 39-2, April 1945).

---

## DECEASED PERSONNEL

Library U. of I. Urbana-Champaign

---



WAR DEPARTMENT

JULY 1947

---

United States Government Printing Office  
Washington: 1947



WAR DEPARTMENT  
Washington 25, D. C., 28 July 1947

TM 10-285, Deceased Personnel, is published for the information and guidance of all concerned.

[AG 300.5 (29 Oct. 46)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

EDWARD F. WITSELL  
*Major General*  
*The Adjutant General*

DWIGHT D. EISENHOWER  
*Chief of Staff*

DISTRIBUTION:

AAF (5); AGF (5); AAF Maj Comd (5); Adm Sv (1) except AGO (100); Tech Sv (2) except OQMG (50); AMA (2); FC (3); PE (2); Dep (1); GH (2); RH (2); SH (2); Gen & Sp Sv Sch (2); ROTC (2); Tng Ctr (5); A (18); CHQ (2); D (2); B (2); R (1); SBn (1); Bn (1); C (1); AF (3); W (2); G (1). NO OVERSEAS DISTRIBUTION except to American Graves Registration Sv Areas & Zones (5).

For explanation of distribution formula, see TM 38-405.



SECTION I.

SECTION II.

SECTION III.

SECTION IV.

SECTION V.

SECTION VI.

SECTION VII.



Doc.  
W1.35:  
10-285

STD

## CONTENTS

|   | Paragraph   | Page |
|---|---|------|
| SECTION I.  | GENERAL.  |      |
| Purpose .....   | 1   | 1    |
| Procedure charts, check lists and forms .....   | 2   | 1    |
| Time standards .....  | 3   | 1    |
| Reporting of casualty information .....   | 4   | 1    |
| Duties of officers .....  | 5   | 2    |
| SECTION II.   | PROCEDURES UNDER NORMAL CIRCUMSTANCES.  |      |
| Administrative procedures when death occurs in Army hospital .....  | 6   | 6    |
| Immediate notifications required for all deceased personnel .....   | 7   | 6    |
| Disposition of deceased personnel .....   | 8   | 7    |
| Autopsy procedures .....  | 9   | 7    |
| Responsibility of the Government and submission of claims when next of kin elects to obtain undertaking services .....          | 10  | 11   |
| Procedures for cremation .....  | 11  | 11   |
| SECTION III.  | DECEASE ON TROOP TRAINS.  |      |
| Duties of troop train commander .....   | 12  | 42   |
| Death of a patient en route while accompanied by a medical attendant .....  | 13  | 42   |
| State laws .....  | 14  | 42   |
| SECTION IV.   | PROCEDURES WHEN DECEASED IS ABSENT, DETACHED, OR EN ROUTE TO JOIN HIS ORGANIZATION; RETIRED; ON FURLOUGH; WHEN IMMEDIATE COMMANDING OFFICER OR HOME STATION IS NOT KNOWN; WHEN ON TEMPORARY DUTY OUTSIDE THE UNITED STATES; WHEN A MEMBER OF A FOREIGN COUNTRY. |      |
| When deceased is absent, detached or en route to join his organization .....  | 15  | 46   |
| When retired .....  | 16  | 46   |
| When death occurs on furlough .....   | 17  | 46   |
| When immediate commanding officer or home station is not known .....  | 18  | 46   |
| When death occurs outside the United States while on a temporary duty mission .....   | 19  | 47   |
| When deceased is a member of a foreign country .....  | 20  | 47   |
| SECTION V.  | PROCEDURES IN EMERGENCIES OR MAJOR DISASTERS.   |      |
| Responsibility when an emergency occurs away from post .....  | 21  | 48   |
| Duties of commanding officer of installation first receiving word of disaster or emergency .....                                | 22  | 48   |
| Duties of army commander in an emergency .....  | 23  | 48   |
| Duties of director and/or supervisor of mortuary operations or personal affairs officer at scene of emergency or disaster ..... | 24  | 48   |
| Further duties of staff handling emergency .....  | 25  | 48   |
| Procedures when remains are unidentified .....  | 26  | 48   |
| SECTION VI.   | REPORTS OF INVESTIGATION.   |      |
| Appointment of investigating officer .....  | 27  | 59   |
| Preparation of reports of investigation .....   | 28  | 59   |
| SECTION VII.  | EFFECTS OF DECEASED PERSONNEL.  |      |
| Disposition of effects .....  | 29  | 69   |



|               | Paragraph   | Page   |
|---------------|---|--------|
| SECTION VIII. | FINAL PAPERS OF DECEASED.   |        |
|               | Preparation and disposition of final papers.....  | 30 76  |
| SECTION IX.   | UNIFORM BURIAL CONTRACT PROCEDURES.   |        |
|               | Duties of The Quartermaster General .....   | 31 81  |
|               | Duties of army commander .....  | 32 81  |
|               | Duties of purchasing and contracting officer .....  | 33 81  |
|               | General instructions concerning uniform burial contracts.....                             | 34 81  |
|               | Steps in the awarding of a uniform burial contract .....                                  | 35 84  |
| SECTION X.    | PROCEDURES FOR DECEASED CIVILIAN EMPLOYEES.   |        |
|               | Care, disposition and allowable expenses.....   | 36 92  |
| SECTION XI.   | PROCEDURES PECULIAR TO ARMY AIR FORCES.   |        |
|               | Casualty reporting .....  | 37 97  |
|               | Missing personnel within the United States .....  | 38 100 |
|               | Air crew casualty reports .....   | 39 105 |
|               | Persons who may return to military control from a missing or other<br>absent status ..... | 40 108 |
| APPENDIX I.   | NATIONAL CEMETERIES IN WHICH SPACE FOR INTERMENTS IS<br>AVAILABLE.                        | 111    |
| APPENDIX II.  | REFERENCES.   | 113    |
| INDEX.        |   | 114    |



This manual supersedes TM 12-240, 1 January 1945, including C 1, 1 May 1945, and C 2, 27 August 1945; TM 12-240A, 1 May 1945; and AAF Manual 39-47-1, April 1945 (formerly AAF Manual 39-2, April 1945).

76

## SECTION I

### GENERAL

#### 1. Purpose

The purpose of this manual is to show in detail the procedures in the care of deceased personnel within the continental United States.

#### 2. Procedure Charts, Check Lists and Forms

The procedure charts in this manual illustrate graphically the flow of each document and the action taken on each copy throughout the process. The rectangular blocks represent the forms and the number of copies prepared. The shaded portion inside the lower right-hand corner of a block indicates that the document (or action) was originated by the organization shown in the column heading. The numbers appearing in the blocks reflecting the copy numbers do not necessarily appear on the forms, but are intended to be used as a guide in following the flow of a document. In addition, check lists and sample forms are included throughout this manual as a ready reference for all personnel concerned.

#### 3. Time Standards

For the guidance of all concerned, the following time limits are suggested within which the recovery, preparation, and shipment of remains will be completed:

|  | Hours |
|--|-------|
| Remains not autopsied .....  | 36    |
| Remains requiring special handling<br>(autopsy or emergencies) ..... | 48    |
| Remains recovered from disasters .....                               | 56    |

#### 4. Reporting of Casualty Information

a. The prompt and accurate reporting of all pertinent facts concerning casualties cannot be emphasized too strongly. The lack of strict

compliance with casualty reporting procedure will cause extra correspondence and also delay in payment of benefits to dependents and beneficiaries who may urgently need such benefits.

b. All casualty reports will be submitted immediately upon the occurrence of the casualty whenever possible. Transmittal of records will not be delayed pending receipt of complete information.

c. When complete information is not immediately available (when cause of death is undetermined or in cases of missing personnel), a supplemental report containing information which could not be furnished in the initial message will be submitted at the earliest practicable date.

d. No information regarding casualties will be disseminated except through the supervisor of mortuary operations or the personal affairs officer. The supervisor of mortuary operations and the personal affairs officer will coordinate with the public relations officer to make sure that the emergency addressee or next of kin has been notified before accounts of the casualty appear in the public press.

e. It is the duty of the supervisor of mortuary operations or the personal affairs officer to caution all personnel having contact with the next of kin to make no statement as to line of duty or misconduct. Special care will be exercised to prevent such statement from appearing in the press.

f. AR 380-5 and other directives relating to classification will be observed in the dissemination of casualty information.

g. For the purpose of casualty reporting, direct communications at all echelons are hereby authorized.



h. While strict compliance will be made with existing regulations, it is not unlikely that circumstances which are not covered by regulations will sometimes arise, in which event action taken must be in accordance with the wishes of the commanding officer.

i. When a date of death is to be reported under circumstances permitting selection of a date, the latest date that death could reasonably be presumed to have occurred will be selected.

j. In all cases of death, an individual medical record WD AGO Form 8-24, old WD MD Form 52 (medical report card) must be prepared, and the fact of death entered on WD AGO Form 8-122 (Statistical Health Report) Reports Control Symbol MED-11 in accordance with AR 40-1025 and AR 40-1080.

## 5. Duties of Officers

a. ARMY AREA LEVEL. *Director of mortuary operations* directs the conduct of mortuary operations within the geographical area of the army area, as follows:

(1) Approves uniform burial contracts.

(2) Makes any necessary investigations of prospective contract funeral directors prior to approval of contracts.

(3) Makes any necessary surveys to insure compliance with uniform burial contracts.

(4) Analyzes preparation room reports to determine:

(a) Compliance with uniform burial contracts (particularly as to preparation of remains).

(b) Elapsed time between decease and shipment of remains.

(5) Takes appropriate remedial action, when required, after analysis of Preparation Room Reports.

(6) Conducts field surveys and training to insure uniform quality of contract undertaking services, and expeditious recovery, care, and disposition of remains.

(7) Designates installations responsible for care and disposition of deceased personnel due to major disasters.

(8) Directs mortuary operations, when required, at major disasters.

b. POST, CAMP, STATION OR BASE LEVEL.

(1) *The commanding officer.* When death occurs at a decedent's regular post, camp, station, base, or other command, the commanding officer is responsible for all procedures. The supervisor of mortuary operations or the personal affairs officer normally coordinates the activities in regard to death for the commanding officer.

(2) *Supervisor of mortuary operations or personal affairs officer.* (a) *Acts for the commanding officer to coordinate the performance of assigned functions by post personnel, including the following:*

1. Immediate recovery of deceased.

2. Prompt release of remains to contract funeral director.

3. Furnishing necessary clothing and flag.

4. Performance of prescribed inspections.

5. Selection and briefing of escort (selection left to discretion of immediate commanding officer).

6. Furnishing of transportation (checks with funeral director to determine shipping time).

7. Shipment of remains.

8. Prompt notification of scheduled time of arrival of remains and name and grade of escort.

(b) *Assists the commanding officer in the following:*

1. Makes out WD AGO Form 52-5 (Initial Report of Death).

2. Notifies by teletype (multiple address message) the Adjutant General and (1) Director of Personnel and Administration, War Department General Staff, Attention: War Department Safety Director, if the deceased was assigned or attached unassigned at a class I or class II installation, or (2) Commanding General, Army Air Forces, Attention: ACS/AS-1, Ground Safety Branch, if the deceased was assigned or attached unassigned at a class III installation, giving the information as outlined on WD AGO Form 52-5.



3. Mails copy of notification telegram mentioned in 2 above, if service record or allied papers show that the deceased was an American Indian, to the Commissioner of Indian Affairs, Chicago 54, Illinois. The statement below, signed by the personal affairs officer or supervisor of mortuary operations, will be inserted in the lower left corner of such copy: "The deceased member of the Army of the United States reference to the above telegram was an American Indian."

4. Notifies the emergency addressee by person (if residence is local); by telephone, if it will alleviate the anxiety of the family; or by commercial telegram, stating fact, date, place, and cause of death (general). Requests reply (by telegram collect) regarding desired disposition of remains, the name and address of receiving funeral director, the final destination of remains (not nearest railhead), and the name and address of the person responsible for paying interment expenses.

5. Prepares (for signature of commanding officer) and sends a letter of sympathy to next of kin including statement that the personal effects of deceased are being shipped and that an officer from the nearest Army (or Air force) installation will call in the near future to assist them with any government or personal problem with which they may be confronted. (It is suggested that correspondence directed to the deceased's family be signed by the least number of persons feasible, preferably by the commanding officer only.) Under no circumstances will notifications include a statement relative to line of duty or misconduct. The sample letter of sympathy (fig. 5) is merely a guide to be followed. It should be adapted

in each case to the decedent concerned.

6. Gives escort "Instructions." (See fig. 13.)

7. Checks to see that flag is enclosed with the casket.

8. Checks Preparation Room Reports to determine where improvements can be made in mortuary activities and makes recommendations.

9. Acts as liaison with the army area director of mortuary operations, in connection with surveys, training, and any remedial action initiated by the army area.

10. Notifies all interested department heads within the installation of the fact of death, full name of deceased, grade, Army serial number, organization, and name, address, and relationship of emergency addressee.

11. Circulates an approved certificate of clearance through the station to ascertain whether the deceased was responsible or accountable for government property or funds.

12. Checks to see that a board of officers has been appointed in cases of death of officers accountable or responsible for public property or funds. This action should be expedited since benefit payments will not be made until full accountability is determined according to regulations.

(3) *Surgeon.* (a) Inspects, in company with purchasing and contracting officer, all prospective contract funeral directors (bidders) to determine their professional reputation, standing, qualifications, and adequacy of equipment and facilities. These inspections are made PRIOR to award of Uniform Burial Contracts, to insure that the contract funeral director's facilities, equipment, and qualifications comply with established standards. (See fig. 26.)

(b) Executes certificate on Uniform Burial Contract, prior to submission of contract to army area for approval and subsequent award of contract.

(c) Inspects the deceased in accordance with



AR 40-590, and acts in accordance with AR 600-550. (See figs. 8 and 9.)

(d) Instructs contractor to take necessary corrective action where deficiencies are noted in inspection, and verifies that such action has been taken to insure compliance with standards.

(e) Accomplishes, together with purchasing and contracting officer, certificate of inspection on the Preparation Room Report. (See fig. 7; AR 30-1820; and AR 40-590.)

(f) Prepares individual medical record (WD AGO Form 8-24, old WD MD Form 52) for all deceased Army personnel, including deaths on post or elsewhere (AR 40-1025).

(g) Makes required entries on WD AGO Form 8-122. (See AR 40-1080.)

(4) *Purchasing and contracting officer.* (a) Negotiates Uniform Burial Contracts and executes individual purchase orders when required.

(b) Assumes responsibility for remains upon release by surgeon, and sees that contract funeral director receives remains promptly for preparation and casketing, in accordance with Uniform Burial Contract.

(c) Makes inspections as required in AR 30-1820. (See figs. 8 and 9.)

(d) Sees that clothing is properly pressed and insignia polished and properly placed on uniform, and furnishes clothing for deceased to contract funeral director. Secures new clothing, if required, and a flag from the quartermaster (requisitioned by immediate commanding officer). (See fig. 6 and AR 30-1820.) (Funds used for laundry and pressing of clothing and purchase of campaign ribbons are chargeable against appropriation for disposition of remains entitled "Quartermaster Service, Army.")

(e) Instructs funeral director to take necessary corrective action, where deficiencies are noted in inspection, and verifies that such action has been taken to insure compliance with standards.

(f) Accomplishes page 1, Preparation Room Report, and together with surgeon, signs certificate of inspection. (See fig. 8 and AR 30-1820.)

(g) Checks envelope attached to the shipping case, prior to shipment, to insure that

funeral director has placed therein health department and shipping permits.

(h) Arranges with nearest crematory for cremation and suitable urn for ashes if relatives desire cremation prior to shipment. No cremation will take place without signed authority by the next of kin (or verification of telegraphic authority for the cremation).

(i) Checks to see that the escort has received written instructions (fig. 13) and realizes the importance of properly performing his duty.

(j) Prepares and gives to the escort the WD AGO Form R-5508 (Certificate on Condition of Remains on Arrival) authorized for local reproduction on 8"x5¼" paper (fig. 15), to be signed by the receiving undertaker, and the WD AGO Form R-5507 (Certificate of Interment Expenses) authorized for local reproduction on 8"x10½" paper (fig. 14), to be signed by the person incurring the expenses and responsible for their payment.

(k) When the remains are prepared for shipment, sends a wire to the emergency addressee and funeral director stating time of shipment and arrival of remains, name of railroad and train number, name and rank of escort. (See fig. 10.) If shipment is delayed, sends notification of delay (fig. 11) to the same persons.

(l) Executes necessary documents, that is, vouchers, expense reports, and purchase orders.

(5) *Immediate commanding officer of deceased.* (a) Collects and inventories effects.

(b) Delivers effects to widow or legal representative (if present) or arranges for packing and shipment (at Government expense) if requested.

(c) Disposes of clothing and individual equipment (other than necessary for burial) which has been issued under Tables of Equipment, Memorandum Receipt, or hand receipt in accordance with AR 600-550. Any shortages of or damage to public property will be placed on WD AGO Form 15 (Report of Survey), and processed in accordance with the provisions of TM 14-904.

(d) Drops soldier's name from morning report.

(e) Selects escort. (In all cases where possible, the escort should be of the same branch of service and of a grade at least equal to that



of the decedent. If the family of the deceased requests a certain person to escort the remains, their wishes should be granted, if possible. However, under no circumstances should the shipment of remains be delayed pending the arrival of an escort.

(f) Prepares Property Issue Slip for a flag and burial clothing (if required). Turns over clothing and flag to purchasing and contracting officer.

(g) Advises transportation officer of transportation to be furnished escort.

(h) Sends escort to transportation officer to arrange for transportation.

(i) Signs and forwards final papers of deceased. (See chart 13.)

(j) Investigates, if requested, line of duty status of deceased, and prepares and forwards a certificate showing such status to the investigating officer.

(6) *Summary court officer.* Acts as summary court when requested by commanding officer. Duties are defined by AW 112 or AW

113, whichever is applicable. (See sec. 7.)

(7) *Investigating officer.* Investigates and reports on circumstances of death when requested by the commanding officer to do so. (See sec. 6.) (Authority defined in AW 113.)

(8) *Transportation officer.* Furnishes transportation for deceased and escort.

(9) *Escort.* (a) Accompanies and delivers remains to the person designated to make the interment.

(b) Acts in accordance with instructions received. (See fig. 13.)

(10) *Chaplain.* Conducts any religious services desired by the installation commander before shipment of the body. (See AR 60-5.) Conducts funeral services when interment is in post cemetery.

(11) *Post engineer.* (a) Opens and closes the grave when burial is made in the post cemetery.

(b) Furnishes temporary marker when burial is made in post cemetery, and erects a permanent marker upon receipt of same.



## SECTION II

### PROCEDURES UNDER NORMAL CIRCUMSTANCES

#### 6. Administrative Procedures When Death Occurs in Army Hospital

a. The administrative reports necessary when death occurs at a U.S. Army hospital are:

(1) Hospital Report of Death, WD AGO Form 52-9 (Hospital Report of Death). (See fig. 1.)

(2) Certificate of Death (State Health Department Form).

(3) Notification of death to the commanding officer (also immediate commanding officer) when required. These reports make up a complete administrative record which will then be on file for reference. The file copy of the Certificate of Death, signed by the receiving undertaker, serves as the hospital's receipt for the deceased. Another copy of the Certificate of Death furnished the undertaker serves as the release of the remains to him.

b. WD AGO Form 8-24 (old WD MD Form 52) will be prepared in accordance with current procedures. Fact of death will be entered on WD AGO Form 8-122.

*Note.* WD AGO Form 8-24 will be prepared by a medical installation for all deceased Army personnel no matter where death occurs — inside or outside a hospital, on a post or elsewhere. The fact of death will be entered on WD AGO Form 8-122 in all cases of death.

c. Chart 1 shows the administrative procedure for decease in U.S. Army hospitals. See figure 1 for Hospital Report of Death.

#### 7. Immediate Notifications Required For All Deceased Personnel

a. An initial WD AGO Form 52-5 is provided as a simple means of making the immediate notifications required after the death of military personnel has been reported to the commanding officer of a post, camp, station, or air field. (See figures 2 and 3.) Items A through Z and aa, part 1 of Form 52-5, are the basis of the telegraphic report to The Adjutant

General. (See c below.) Part 2, when completed with necessary information, is the request and basis for any order required to ship the deceased with an escort, to the place of interment. Part 3 is the authority and the order for a summary court officer where required. Part 4 is the authority and the order for the investigating officer where required to conduct investigations. Part 5 is for the purchasing and contracting officer. Part 6 will be filed.

b. The preparation of these copies in one operation makes it possible to give complete data to all interested agencies with a minimum of delay after the death and without waiting for publication of special orders. It is not necessary for a summary court officer, an investigating officer, or a purchasing and contracting officer to wait to receive his special orders. Instead, he may proceed with the necessary arrangements and receive the orders at a later date.

c. After the commanding officer has received the notification of death from the surgeon, he will immediately notify by radio or telegraph (multiple address message) The Adjutant General and (1) Director of Personnel and Administration, War Department General Staff, Attention: War Department Safety Director, if the deceased was assigned, or attached unassigned, at a class I or class II installation, or (2) Commanding General, Army Air Forces, Attention: AC/AS-1, Ground Safety Branch, if the deceased was assigned, or attached unassigned, at a class III installation, giving the information as outlined in items A to Z and aa of WD AGO Form 52-5 (fig. 3) and any additional data as to specific duties or mission upon which engaged at time of death. Unit designation will be included under item J; and under aa in all cases of accidental death there will be given a brief description of the occurrence, including exact location, date and hour



of the occurrence, and how it occurred (primary cause).

d. A telegram of notification of death (fig. 4) is sent to the emergency addressee over the signature of the commanding officer of the post, camp, station, or air base, with a request for the name of a funeral director and the name and address of the person designated to pay the interment expenses.

e. A letter of sympathy is sent to the nearest relative over the signature of the commanding officer. See figure 5 for suggested form of letter of sympathy.

f. Chart 2 shows the procedures in the use of the notifications described above.

## 8. Disposition of Deceased Personnel

a. INITIAL STEPS. After receiving the telegram from the emergency addressee concerning the disposition of the deceased, the commanding officer will take prompt action to see that further disposition of the deceased (including shipment) is accomplished without undue delay. The supervisor of mortuary operations, or the personal affairs officer, will act for and assist the commanding officer in this matter. If no reply is received from the next of kin, or disposition instructions cannot be obtained from relatives or the emergency addressee, if other than a relative, the commanding officer will issue instructions for burial of the remains either in the nearest national or post cemetery or at place of death if deemed advisable and proper (AR 30-1820). Chart 3 shows clearly the steps to be taken in the further disposition of deceased personnel—the preparation of the Property Issue Slip for new clothing (if necessary) and the flag, the appointment of the escort (by the immediate commanding officer if possible), the completion of WD AGO Form 52-5 which had been held in suspense file, and the preparation and distribution of the special orders required.

b. THE PREPARATION ROOM REPORT is accomplished by three persons—the purchasing and contracting officer, the surgeon, and the funeral director. Five copies are made and distributed as shown in Chart 4. Instructions for the use of the form are found in figure 7.

c. NOTIFICATION OF SHIPMENT OF REMAINS.

(1) When the remains are prepared for shipment, the purchasing and contracting officer will notify the emergency addressee and the designated funeral director of the shipment of remains. (See fig. 10.)

(2) If circumstances delay the shipping, notifications of the delay must be sent. (See figs. 11 and 12.)

## 9. Autopsy Procedures

The autopsy surgeon will:

a. Perform autopsies in such manner that there will be a minimum of delay in release of the remains to the funeral director for embalming.

b. Be available on call at all times, where possible, to expedite performance of the examination. On bodies arriving at the morgue prior to 2,200 hours, autopsies will normally be completed on the same day and the body made immediately available to the contract funeral director. (See AR 40-590.)

c. Use a technique that will insure minimum interference with embalming functions of the funeral director. The medical officer responsible for performing autopsies will confer with contract funeral director on the manner of preparation of bodies prior to their delivery to the contract funeral director and, where desired by the funeral director, will make the following restorations:

(1) Ligate key arteries, including the innominate, left subclavian, and iliacs, leaving the ends of ligatures sufficiently long to be easily found. If a cranial examination is made, ligate the internal carotid and vertebral arteries or close the base of skull with plaster of Paris or any suitable substitute preferred by the contract funeral director.

(2) Dry body cavities and securely close body orifices. Suture incisions tightly with overlapping skin edges.

d. Perform autopsies at a location arranged to suit the convenience of the contract funeral director when death occurs outside a hospital and the remains are already at the contract funeral director's establishment, provided that the equipment for the proper conduct of the autopsy can be made available. (See Uniform Burial Contract.)



of the occurrence, and how it occurred (primary cause).

d. A telegram of notification of death (fig. 4) is sent to the emergency addressee over the signature of the commanding officer of the post, camp, station, or air base, with a request for the name of a funeral director and the name and address of the person designated to pay the interment expenses.

e. A letter of sympathy is sent to the nearest relative over the signature of the commanding officer. See figure 5 for suggested form of letter of sympathy.

f. Chart 2 shows the procedures in the use of the notifications described above.

### 8. Disposition of Deceased Personnel

a. INITIAL STEPS. After receiving the telegram from the emergency addressee concerning the disposition of the deceased, the commanding officer will take prompt action to see that further disposition of the deceased (including shipment) is accomplished without undue delay. The supervisor of mortuary operations, or the personal affairs officer, will act for and assist the commanding officer in this matter. If no reply is received from the next of kin, or disposition instructions cannot be obtained from relatives or the emergency addressee, if other than a relative, the commanding officer will issue instructions for burial of the remains either in the nearest national or post cemetery or at place of death if deemed advisable and proper (AR 30-1820). Chart 3 shows clearly the steps to be taken in the further disposition of deceased personnel—the preparation of the Property Issue Slip for new clothing (if necessary) and the flag, the appointment of the escort (by the immediate commanding officer if possible), the completion of WD AGO Form 12-5 which had been held in suspense file, and the preparation and distribution of the special orders required.

b. THE PREPARATION ROOM REPORT is accomplished by three persons—the purchasing and contracting officer, the surgeon, and the funeral director. Five copies are made and distributed as shown in Chart 4. Instructions for the use of the form are found in figure 7.

c. NOTIFICATION OF SHIPMENT OF REMAINS.

(1) When the remains are prepared for shipment, the purchasing and contracting officer will notify the emergency addressee and the designated funeral director of the shipment of remains. (See fig. 10.)

(2) If circumstances delay the shipping, notifications of the delay must be sent. (See figs. 11 and 12.)

### 9. Autopsy Procedures

The autopsy surgeon will:

a. Perform autopsies in such manner that there will be a minimum of delay in release of the remains to the funeral director for embalming.

b. Be available on call at all times, where possible, to expedite performance of the examination. On bodies arriving at the morgue prior to 2,200 hours, autopsies will normally be completed on the same day and the body made immediately available to the contract funeral director. (See AR 40-590.)

c. Use a technique that will insure minimum interference with embalming functions of the funeral director. The medical officer responsible for performing autopsies will confer with contract funeral director on the manner of preparation of bodies prior to their delivery to the contract funeral director and, where desired by the funeral director, will make the following restorations:

(1) Ligate key arteries, including the innominate, left subclavian, and iliacs, leaving the ends of ligatures sufficiently long to be easily found. If a cranial examination is made, ligate the internal carotid and vertebral arteries or close the base of skull with plaster of Paris or any suitable substitute preferred by the contract funeral director.

(2) Dry body cavities and securely close body orifices. Suture incisions tightly with overlapping skin edges.

d. Perform autopsies at a location arranged to suit the convenience of the contract funeral director when death occurs outside a hospital and the remains are already at the contract funeral director's establishment, provided that the equipment for the proper conduct of the autopsy can be made available. (See Uniform Burial Contract.)



Chart 1

## ADMINISTRATIVE PROCEDURE

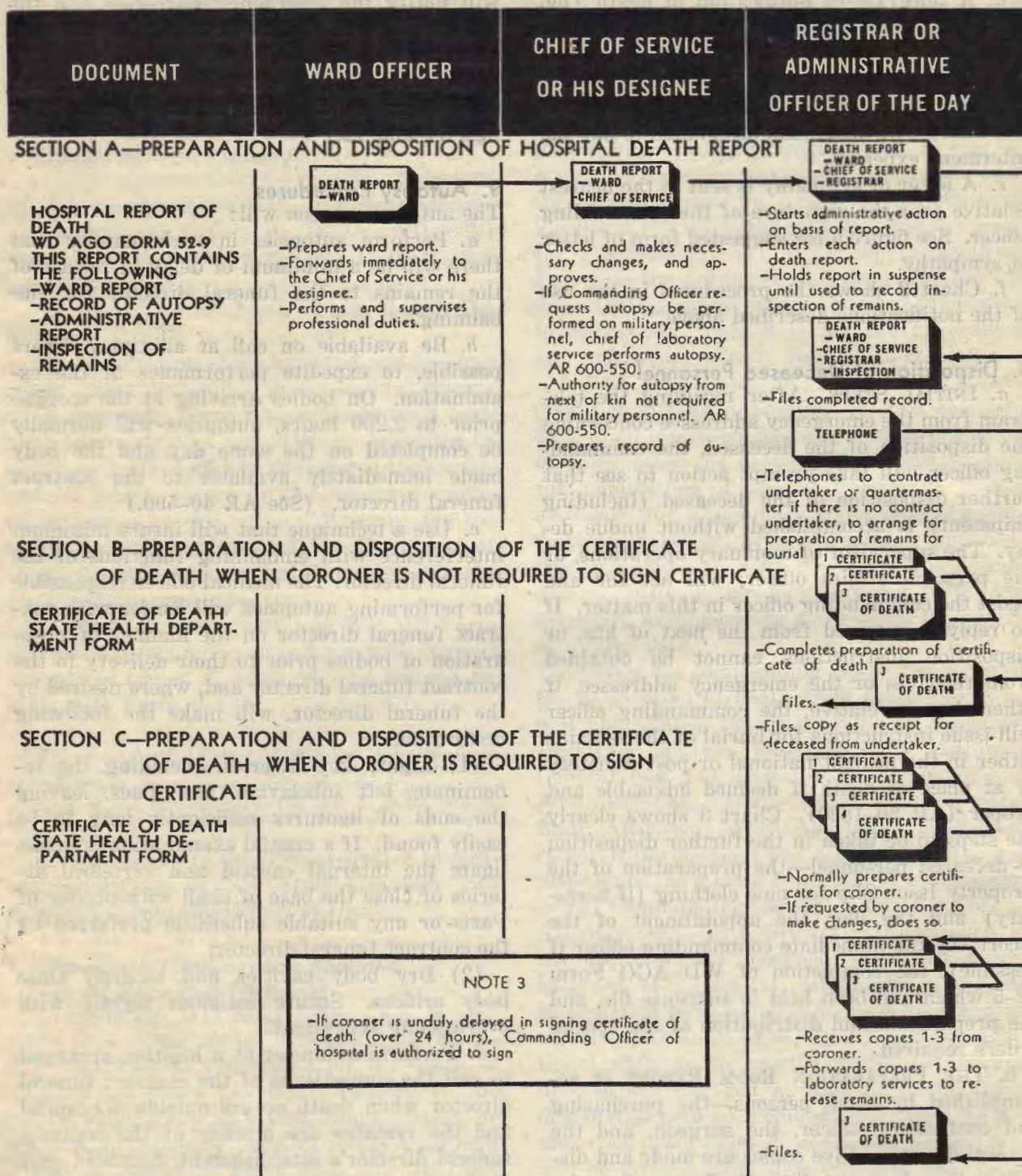


Chart 1. Administrative Procedure for Decease in U.S. Army Hospital



## FOR DECEASE IN U. S. ARMY HOSPITALS

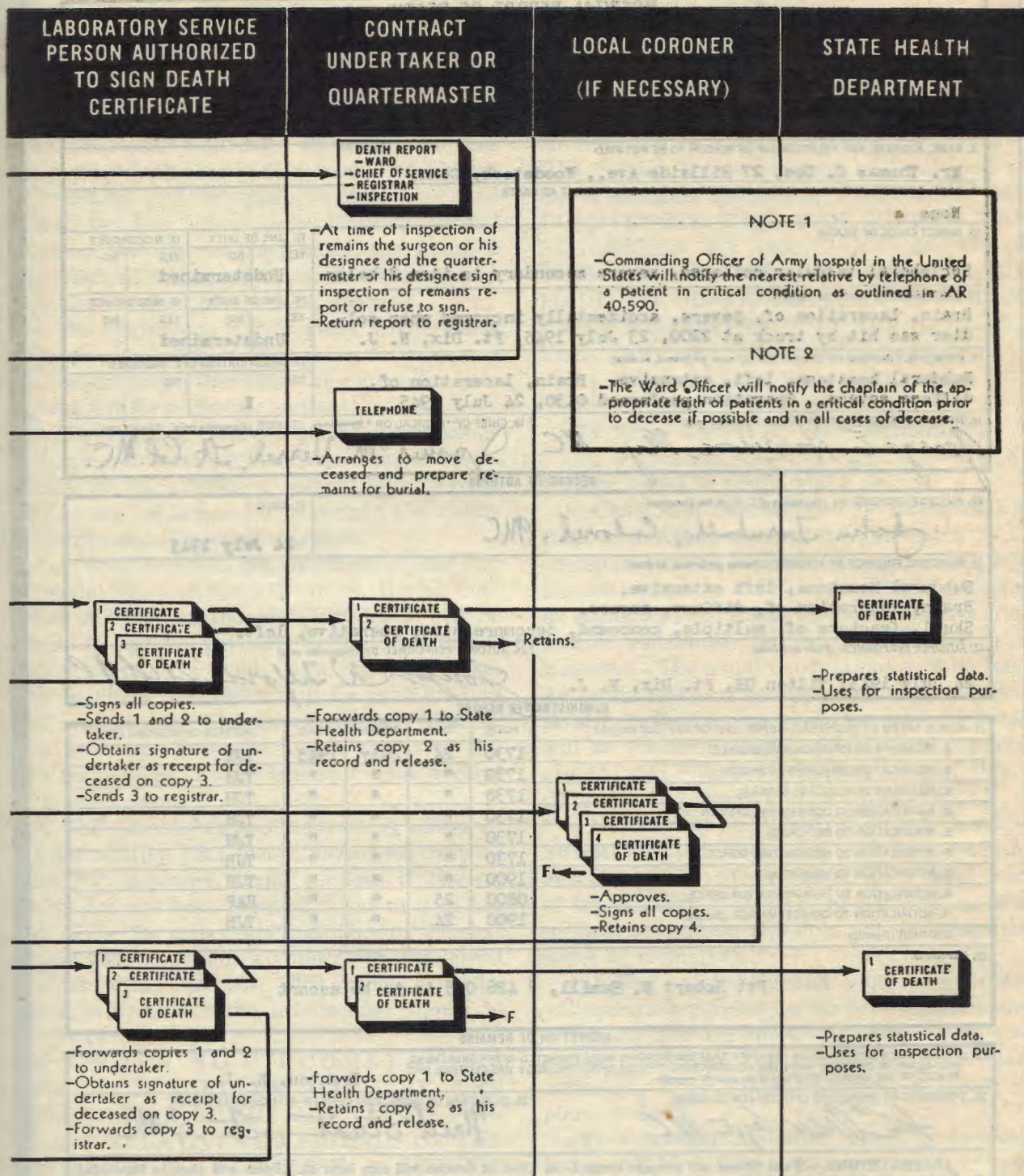


Chart 1—Continued.



| <b>HOSPITAL REPORT OF DEATH</b><br><small>AR 600-550</small>  |  |   |   |  |      |
|---|--|---|---|--|------|
| WARD REPORT   |  |   |   |  |      |
| 1. LAST NAME—FIRST NAME—MIDDLE INITIAL<br><b>Doe, John J.</b>   |  | 2. ARMY SERIAL NO.<br><b>2,468,109</b>  |   | 3. GRADE<br><b>Pvt.</b>  |      |
| 4. WARD<br><b>24</b>  |  | 5. DIED (Hour—Day—Month—Year)<br><b>1700 24 July 1945</b>   |   | 6. CHAPL. NOTIF.<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>                |      |
| 7. RELIGION<br><b>P</b>   |  | 8. NAME, ADDRESS, AND RELATIONSHIP OF PERSON TO BE NOTIFIED<br><b>Mr. Thomas C. Doe, 27 Hillside Ave., Woodstock, Conn.</b> |   |  |      |
| 9. NAME, ADDRESS, AND RELATIONSHIP OF RELATIVE OR FRIEND PRESENT AT DEATH<br><b>None</b>  |  |   |   |  |      |
| 10. DIRECT CAUSE OF DEATH<br><b>Peripheral vascular collapse, severe secondary to item 2 below</b>  |  |   |   | 11. LINE OF DUTY<br>YES <input type="checkbox"/> NO <input type="checkbox"/> <b>Undetermined</b>       |      |
| 13. CONTRIBUTORY CAUSE OF DEATH<br><b>Brain, laceration of, Severe, accidentally incurred when soldier was hit by truck at 2200, 23 July 1945, Ft. Dix, N. J.</b>   |  |   |   | 14. LINE OF DUTY<br>YES <input type="checkbox"/> NO <input type="checkbox"/> <b>Undetermined</b>       |      |
| 16. PRINCIPAL FINDINGS OF OPERATION (If none performed, so state)<br><b>Subdural hematoma, left, extensive. Brain, laceration of, diffuse severe. Operation performed 0130, 24 July 1945</b>  |  |   |   | 17. INVESTIGATING OFF. REQUIRED<br>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |      |
| 18. MEDICAL OFFICER IN ATTENDANCE (Signature only)<br><i>George E. Harrison, Maj. MC</i>  |  | 19. CHIEF OF *MEDICAL OR *SURGICAL SERVICE (Signature only) (*Delete one)<br><i>James M. Versel, Lt Col. MC.</i>            |   |  |      |
| RECORD OF AUTOPSY   |  |   |   |  |      |
| 20. AUTOPSY ORDERED BY (Signature of C. O. or his Designee)<br><i>John Turnbull, Colonel, MC</i>  |  |   |   | 21. DATE<br><b>24 July 1945</b>  |      |
| 22. PRINCIPAL FINDINGS AT AUTOPSY (If none performed, so state)<br><b>Subdural Hematoma, left extensive.<br/>Brain, laceration of, diffuse, severe.<br/>Skull, fracture of, multiple, compound, decompression, operative, left.</b>   |  |   |   |  |      |
| 23. AUTOPSY PERFORMED (Place and Date)<br><b>24 July 1945, Tilton GH, Ft. Dix, N. J.</b>  |  | 24. AUTOPSY PERFORMED BY (Signature only)<br><i>Joseph W. Telford, Lt. Col. MC.</i>   |   |  |      |
| ADMINISTRATIVE REPORT   |  |   |   |  |      |
| 25. ACTION TAKEN BY REGISTRAR—ADMIN. OFF OF DAY (AR 600-550)  |  | HOUR  | DAY   | MONTH  | YEAR |
| A. TELEGRAM TO EMERGENCY ADDRESSEE  |  | 1730  | 24  | July   | 1945 |
| B. NOTIFICATION TO AUTOPSY SURGEON  |  | 1730  | "   | "  | "    |
| C. TELEGRAM TO ADJUTANT GENERAL   |  | 1730  | "   | "  | "    |
| D. NOTIFICATION TO COMMANDING OFFICER   |  | 1730  | "   | "  | "    |
| E. NOTIFICATION TO RED CROSS  |  | 1730  | "   | "  | "    |
| F. NOTIFICATION TO INFORMATION OFFICE   |  | 1730  | "   | "  | "    |
| G. NOTIFICATION TO UNDERTAKER   |  | 1900  | "   | "  | "    |
| H. NOTIFICATION TO TRANSPORTATION OFFICE  |  | 0800  | 25  | "  | "    |
| I. NOTIFICATION TO QUARTERMASTER (Supply)   |  | 1900  | 24  | "  | "    |
| J. OTHER (Specify)  |  |   |   |  |      |
| 26. REMARKS<br><b>Pvt Robert N. Hamill, 3 426 028 is to be escort</b>   |  |   |   |  |      |
| INSPECTION OF REMAINS   |  |   |   |  |      |
| 27. IN COMPLIANCE WITH AR 40-590, I CERTIFY THAT THE REMAINS WERE INSPECTED AFTER EMBALMING, AND AGAIN, IN COMPANY WITH THE CONTRACTING OFFICER AFTER THE BODY WAS CLOTHED AND PLACED IN THE CASKET AT (Place of inspection) → <b>Trenton, N. J.</b>  |  |   |   |  |      |
| 28. SIGNATURE OF INSPECTING OFFICER—FOR SURGEON<br><i>H. C. Pres, Capt. MC.</i>   |  |   | 29. SIGNATURE OF INSPECTING OFFICER—FOR QUARTERMASTER<br><i>Fred Stude, Lt. QMC</i> |  |      |
| INSTRUCTIONS.—Ward Officer will prepare items 1-18, Chief of Service will sign item 19. Form will then be forwarded to Registrar or Administrative Officer of the day for necessary action without delay. Prepare in one copy only. Use of ink or indelible pencil authorized. Print or type entries. |  |   |   |  |      |

WD AGO FORM 52-9  
1 JUL 1944

16-42392-1 U. S. GOVERNMENT PRINTING OFFICE

Figure 1. War Department AGO Form 52-9 (Hospital Report of Death).



e. Prepare complete records of autopsies performed; retain one; and forward one copy direct to The Director, Army Institute of Pathology, Washington, D. C. (See AR 40-410.)

#### 10. Responsibility of the Government and Submission of Claims When Next of Kin Elects to Obtain Undertaking Services

a. Emergency addressee or next of kin has the right in any case to take immediate charge of remains and to obtain undertaking and burial services other than Uniform Burial Contract services. In such cases, the Army is responsible for the remains until the emergency addressee or next of kin takes charge.

b. No inspections will be made if emergency addressee or next of kin elects to engage a funeral director other than the contractor having the Uniform Burial Contract.

c. The Army is absolved, after the emergency addressee or next of kin takes charge of remains, of all mortuary responsibility except that of placing in line for payment valid claims for burial and interment expenses.

d. Burial expenses not in excess of the cost of burial services under Uniform Burial Contract in effect at the place of death will be placed in line for payment by the Government upon receipt of a valid claim. If no contract was in effect, the claim will be submitted to and evaluated by The Quartermaster General.

e. Interment expenses not in excess of \$50 will be paid by the Government upon receipt of a valid claim.

f. The purchasing and contracting officer at the installation that would have been responsible for obtaining burial services if the remains had not been released to the next of kin will advise the emergency addressee or the next of kin how to submit a valid claim for burial and interment expenses. This advice, given by letter, will contain the information shown in figure 16.

g. UNDER NO CIRCUMSTANCES SHOULD EFFORT BE MADE BY THE CONTRACTOR OR HIS AGENTS TO PERSUADE RELATIVES OR FRIENDS OF THE DECEASED TO PURCHASE A SERVICE EXCEEDING IN COST THE SERVICES

PROVIDED IN THE CONTRACT, AS THIS SHOULD BE PURELY VOLUNTARY ON THE PART OF RELATIVES CONCERNED.

#### 11. Procedures For Cremation

This paragraph sets forth the procedures when cremation is requested and allowable expenses in connection therewith. (See Chart 6.)

a. WHEN REMAINS ARE CREMATED. (AR 30-1820 and 30-1830.) Remains are cremated ONLY upon written request of legal next of kin of decedent concerned. UNDER NO CIRCUMSTANCES WILL THIS REQUEST BE SUGGESTED BY MILITARY AUTHORITIES AND EVERY EFFORT WILL BE MADE TO DISCOURAGE SUCH SUGGESTIONS BY CONTRACT FUNERAL DIRECTOR. This cremation may take place at:

- (1) Place of death, prior to shipment.
- (2) En route to final destination.
- (3) After arrival at final destination.

Note. No cremation will take place unless authority for same, signed by next of kin, is received.

b. CARE AND DISPOSITION OF REMAINS BEFORE AND AFTER CREMATION. Remains to be cremated will be accorded the same care and disposition as in normal procedures outlined in paragraph 8. Prior to cremation, remains will be embalmed, clothed and casketed, and inspected. The usual notifications will be sent. An escort will accompany remains, or the ashes in urn, to final destination. An interment flag will be placed in shipping case when remains are shipped. When cremation occurs before shipment, the escort will be given the flag.

c. CREMATION AT PLACE OF DEATH PRIOR TO SHIPMENT. (1) Cremation will take place at local crematory, if available, when legal next of kin requests that ashes of decedent be sent to final destination and does not designate the name of crematory.

(2) The purchasing and contracting officer will execute a purchase order for cremation and a suitable urn for the ashes with a local crematory, including the transportation to local crematory after funeral services are held at place of death.

(3) Following cremation, ashes in urn and a flag will be delivered by escort to legal next of kin, funeral director, or person designated.



# IMMEDIATE NOTIFICATIONS REQUIRED

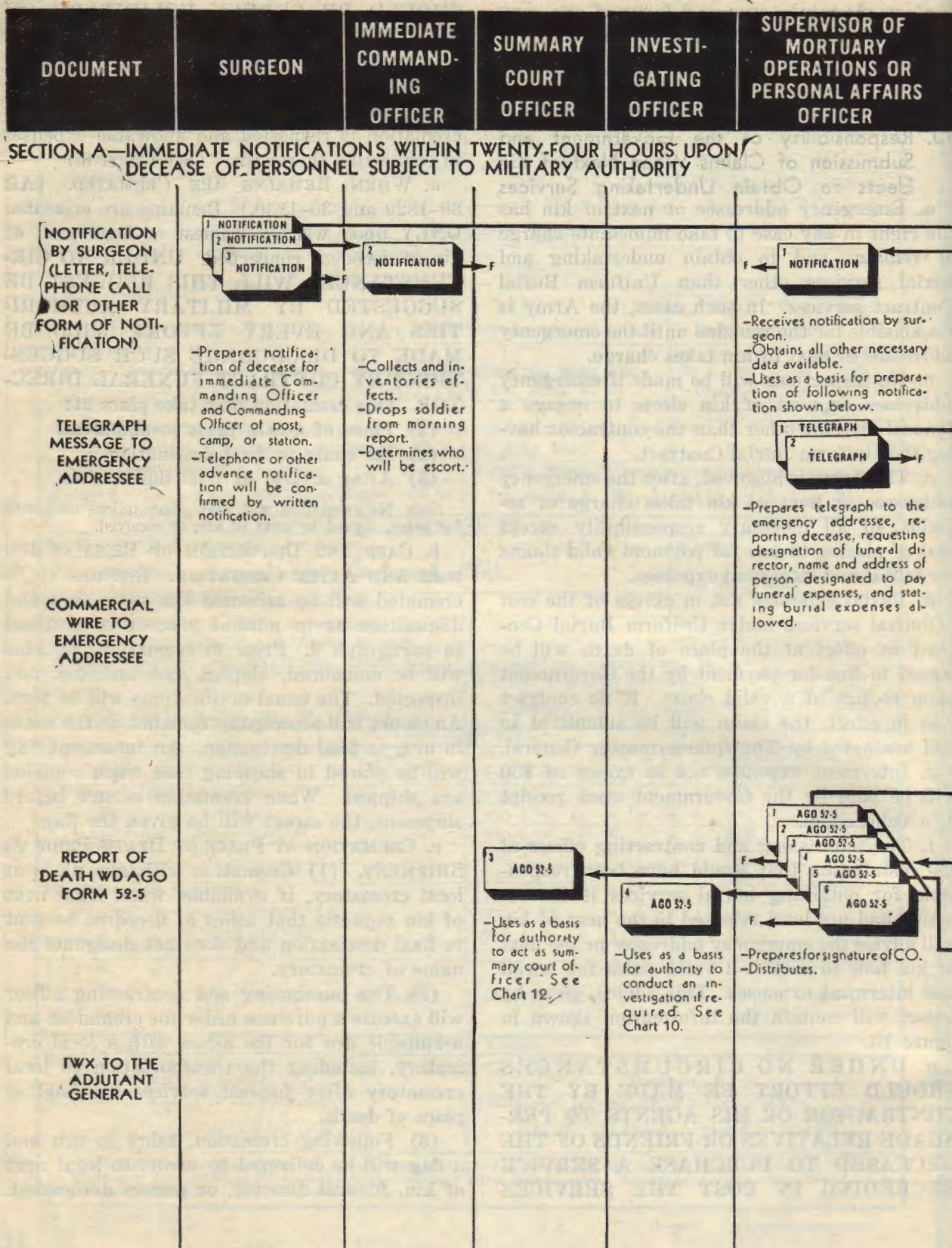
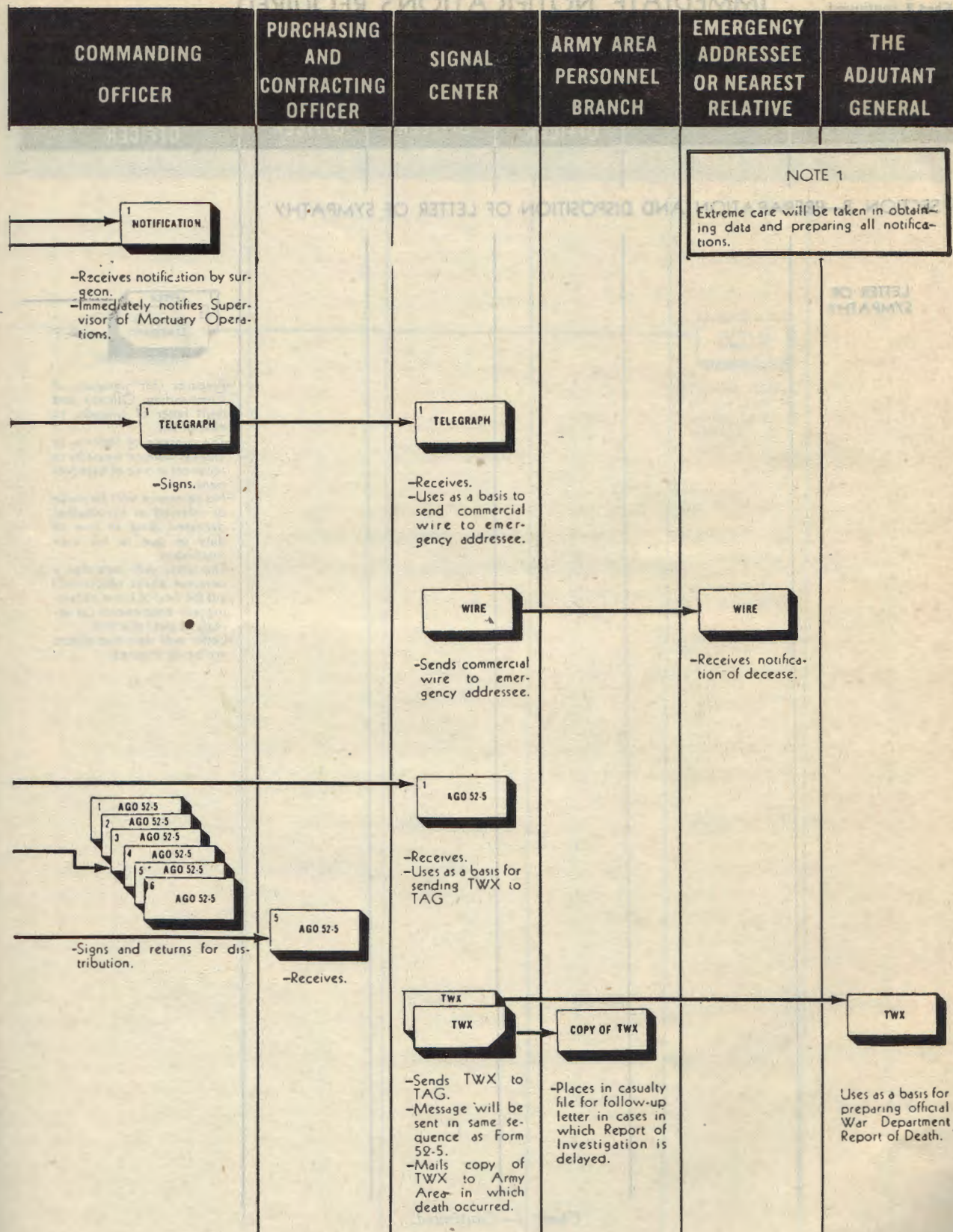


Chart 2. Immediate Notifications Required For All Deceased Personnel.



# FOR ALL DECEASED PERSONNEL



**NOTE 1**  
Extreme care will be taken in obtaining data and preparing all notifications.

Chart 2—Continued.



# IMMEDIATE NOTIFICATIONS REQUIRED

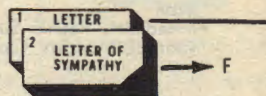
| DOCUMENT  | SURGEON | IMMEDIATE<br>COMMAND-<br>ING<br>OFFICER | SUMMARY<br>COURT<br>OFFICER | INVESTI-<br>GATING<br>OFFICER | SUPERVISOR OF<br>MORTUARY<br>OPERATIONS OR<br>PERSONAL AFFAIRS<br>OFFICER  |
|---|---------|---|-----------------------------|-------------------------------|--|
| SECTION B—PREPARATION AND DISPOSITION OF LETTER OF SYMPATHY |         |   |                             |                               |  |
| LETTER OF<br>SYMPATHY                                       |         |   |                             |                               |  <ul style="list-style-type: none"> <li>-Prepares (for signature of Commanding Officer) and mails letter of sympathy to next of kin.</li> <li>-The purpose of letter is to express warmest sympathy to recipient at time of bereavement.</li> <li>-No reference will be made or inferred as to whether deceased died in line of duty or due to his own misconduct.</li> <li>-The letter will state that a personal affairs officer will aid the next of kin in obtaining any entitlements (as arrears of pay) due him.</li> <li>-Letter will state that effects are being shipped.</li> </ul> |

Chart 2—Continued.



# FOR ALL DECEASED PERSONNEL

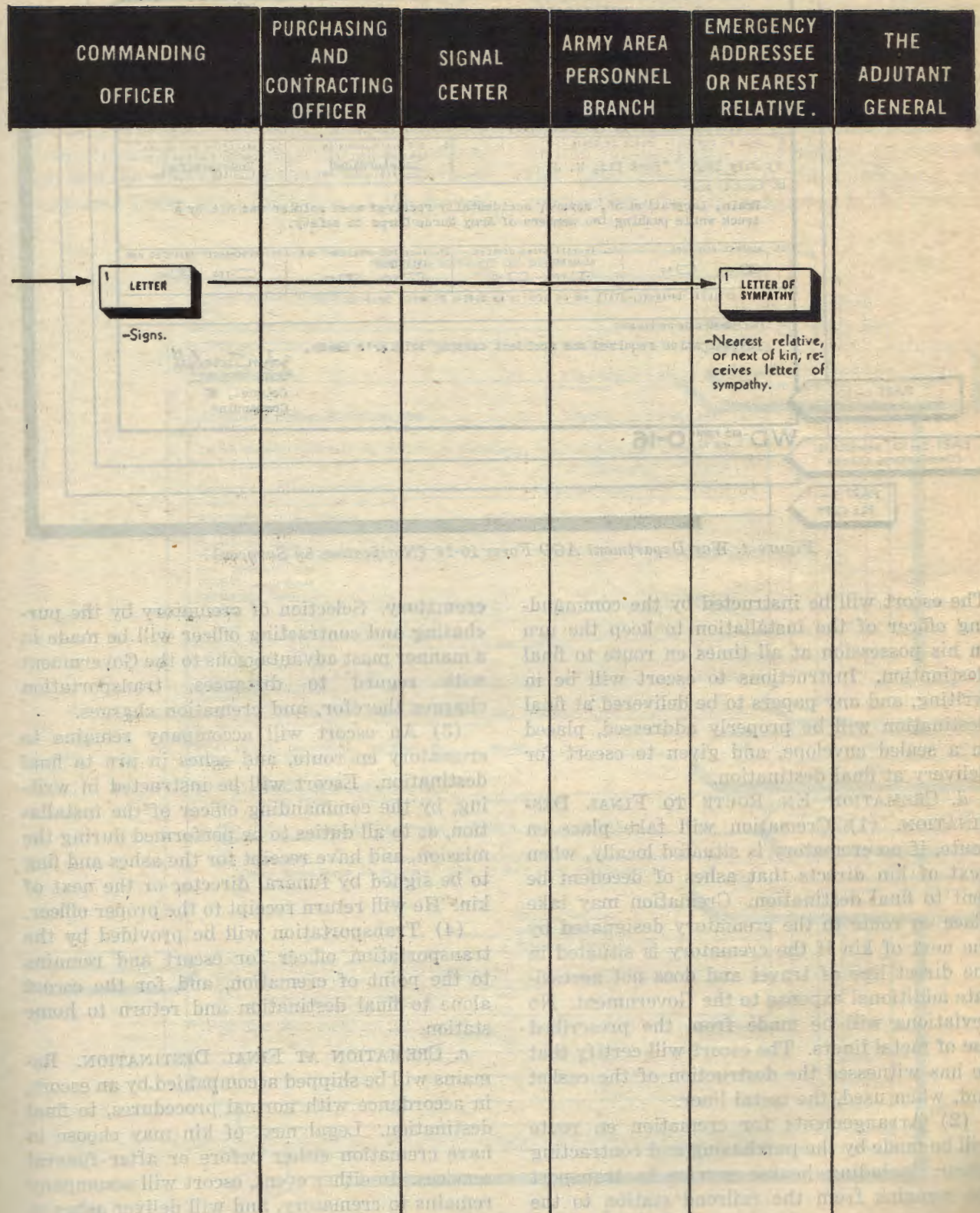


Chart 2—Continued.



| NOTIFICATION BY SURGEON  |  |   |   | DATE<br>24 July 1945   |  |
|--|--|---|---|--|--|
| FROM: Commanding Officer<br>Tilton General Hospital<br>Ft. Dix, New Jersey   |  |   | TO: Commanding Officer<br>Ft. Dix, New Jersey |  |  |
| 1. LAST NAME<br>Doe  | FIRST NAME - MIDDLE NAME<br>John James |   | 2. ARMY SERIAL NUMBER<br>2 468 109            | 3. GRADE<br>Pvt.   |  |
| 4. COMPANY, REGIMENT, SEPARATE BATTALION OR SIMILAR UNIT<br>Co. A, 181st Inf., Ft. Dix, N.J.   |  |   | 5. IF UNASSIGNED, STATE ARM OR SERVICE        |  |  |
| 6. DATE OF DEATH<br>23 July 1945   | 7. PLACE OF DEATH<br>Fort Dix, N. J.   | 8. DID DEATH OCCUR IN<br>LINE OF DUTY?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |   | 9. WAS DEATH DUE TO DE-<br>CEASED'S MISCONDUCT?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |  |
| 10. CAUSE OF DEATH<br>Brain, laceration of, severe, accidentally received when soldier was hit by a truck while pushing two members of Army Nurse Corps to safety. |  |   |   |  |  |
| 11. AUTOPSY REQUIRED<br><input type="checkbox"/> YES <input type="checkbox"/> NO   |  | 12. INVESTIGATING OFFICER<br>REQUIRED<br><input type="checkbox"/> YES <input type="checkbox"/> NO             |   | 13. ACCEPTED APPLICANT FOR<br>ENLISTMENT<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO        |  |
| 14. DISCHARGED ENLISTED MAN<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO   |  |   |   |  |  |
| 15. IF A CIVILIAN EMPLOYEE, STATE ARM OR SERVICE OR BUREAU BY WHICH EMPLOYED   |  |   |   |  |  |
| 16. ADDITIONAL DATA OR REMARKS<br>Investigation required due accident causing soldier's death.   |  |   |   |  |  |
| <i>John Turnbull</i><br>JOHN TURNBULL<br>Colonel, MC<br>Commanding   |  |   |   |  |  |

PART 1—TO  
COMMANDING OFFICER.

PART 2—TO IMMEDIATE  
COMMANDING OFFICER

PART 3—  
FILE COPY

WD-AGO FORM 10-16  
1 APR 47

Figure 2. War Department AGO Form 10-16 (Notification by Surgeon).

The escort will be instructed by the commanding officer of the installation to keep the urn in his possession at all times en route to final destination. Instructions to escort will be in writing, and any papers to be delivered at final destination will be properly addressed, placed in a sealed envelope, and given to escort for delivery at final destination.

**d. CREMATION EN ROUTE TO FINAL DESTINATION.** (1) Cremation will take place en route, if no crematory is situated locally, when next of kin directs that ashes of decedent be sent to final destination. Cremation may take place en route to the crematory designated by the next of kin if the crematory is situated in the direct line of travel and does not necessitate additional expense to the Government. No deviations will be made from the prescribed use of metal liners. The escort will certify that he has witnessed the destruction of the casket and, when used, the metal liner.

(2) Arrangements for cremation en route will be made by the purchasing and contracting officer, including hearse service to transport the remains from the railroad station to the

crematory. Selection of crematory by the purchasing and contracting officer will be made in a manner most advantageous to the Government with regard to distances, transportation charges therefor, and cremation charges.

(3) An escort will accompany remains to crematory en route, and ashes in urn to final destination. Escort will be instructed in writing, by the commanding officer of the installation, as to all duties to be performed during the mission, and have receipt for the ashes and flag to be signed by funeral director or the next of kin. He will return receipt to the proper officer.

(4) Transportation will be provided by the transportation officer for escort and remains to the point of cremation, and for the escort alone to final destination and return to home station.

**e. CREMATION AT FINAL DESTINATION.** Remains will be shipped accompanied by an escort, in accordance with normal procedures, to final destination. Legal next of kin may choose to have cremation either before or after funeral services. In either event, escort will accompany remains to crematory, and will deliver ashes in



urn and the flag to designated consignees.

f. ALLOWABLE EXPENSES INCIDENT TO CREMATION. The costs of cremation, including a suitable urn and any costs necessary to transport the remains to the crematory for cremation, are allowable expenses, in addition to normal expenses, including preparation of remains, casketing, shipment to final destination and the allowance of \$50 toward interment expenses. There is no limitation of the cost of

cremation, as this cost varies in different localities. However, the usual cost is about \$50, and the cost of a suitable urn ranges from \$50 to \$100.

g. DUTIES OF PURCHASING AND CONTRACTING OFFICER. (1) The purchasing and contracting officer will place invoice for cremation and urn in line for payment, upon receipt of certification from crematory. If the purchasing and contracting officer is in doubt as to the amounts

| INITIAL REPORT OF DEATH   |  |   |  |   |  |   |  |   |  |
|---|--|---|--|---|--|---|--|---|--|
| POST CAMP, STATION, OR HOSPITAL ORIGINATING REPORT  |  |   |  |   |  |   |  | DATE OF REPORT  |  |
| Tilton General Hospital   |  |   |  |   |  |   |  | 24 July 1945  |  |
| ADDRESS   |  |   |  |   |  |   |  | Ft. Dix, New Jersey   |  |
| A. LAST NAME—FIRST NAME—MIDDLE NAME   |  |   |  | B. ARMY SERIAL NO.  |  | C. GRADE  |  |   |  |
| Doe, John James   |  |   |  | 2 468 109   |  | Pvt   |  |   |  |
| D. HOME ADDRESS   |  |   |  | E. ARM OR SERVICE   |  | F. DATE   |  |   |  |
| 27 Hillside Avenue, Woodstock, Conn.  |  |   |  | Infantry  |  | 1 May 1911  |  |   |  |
| G. PLACE OF DEATH   |  |   |  | H. CAUSE OF DEATH   |  | I. DATE OF DEATH  |  |   |  |
| Tilton General Hospital, Ft. Dix, N. J.   |  |   |  | Peripheral, Vascular Collapse                                       |  | 24 July 1945  |  |   |  |
| J. STATION OF DECEASED  |  |   |  | K. DATE OF ENTRY ON CUR. RENT ACTIVE SERVICE                        |  | L. LENGTH OF SERVICE FOR PAY PURPOSES                               |  |   |  |
| Company A, 161st Infantry, Ft. Dix, N. J.   |  |   |  | 10 May 1942   |  | YEARS 3 MONTHS 2 DAYS 15  |  |   |  |
| M. EMERGENCY ADDRESSEE (NAME, RELATIONSHIP, AND ADDRESS)  |  |   |  |   |  |   |  | O. DATE BENEFICIARY DESIGNATED                                      |  |
| Mr. Thomas C. Doe, Father<br>27 Hillside Avenue<br>Woodstock, Conn.   |  |   |  |   |  |   |  | 11 June 1942  |  |
| N. BENEFICIARY (NAME, RELATIONSHIP, AND ADDRESS)  |  |   |  |   |  |   |  | O. DATE BENEFICIARY DESIGNATED                                      |  |
| Mrs. Thomas C. Doe<br>27 Hillside Avenue<br>Woodstock, Conn.  |  |   |  |   |  |   |  | 11 June 1942  |  |
| P. INVESTIGATION REQUIRED   |  | Q. IN LINE OF DUTY  |  | R. OWN MISCONDUCT   |  | S. WAS DECEASED ON DUTY STATUS                                      |  | T. AUTHORIZED ABSENCE   |  |
| YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>   |  | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |  | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |  | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |  | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |  |
| W. ACCEPTED APPLICANT FOR EMPLOYMENT  |  | X. DISCHARGED ENLISTED MAN  |  | Y. IF PERMANENT CIVILIAN EMPLOYEE (AR 600-38) REPORT BUREAU         |  | Z. DATE EMERGENCY ADDRESSEE NOTIFIED                                |  | 24 July 45  |  |
| YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>   |  | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |  | No  |  | 24 July 45  |  |   |  |
| SHOW IF DEATH DUE TO MILITARY OPERATIONS OR TRAINING ACTIVITIES   |  | DATE INVESTIGATING OFFICER APPOINTED                                |  | NAME, GRADE, AND SERIAL NUMBER OF INVESTIGATING OFFICER             |  |   |  |   |  |
| No  |  | 25 July 1945  |  | James Dill, Major, Inf, O-223934                                    |  |   |  |   |  |
| ESTIMATION OF REMAINS OF DECEASED AND FUNERAL DIRECTOR DESIGNATED TO MAKE BURIAL  |  |   |  |   |  |   |  |   |  |
| J. C. McGill, Undertaker, 408 South Main St, Woodstock, Conn  |  |   |  |   |  |   |  |   |  |
| NAME, GRADE, AND SERIAL NUMBER OF BURIAL ESCORT   |  |   |  |   |  |   |  |   |  |
| Robert N. Hamill, 3,426,028 Pvt., Inf.  |  |   |  |   |  |   |  |   |  |
| DATE SUMMARY COURT OFFICER APPOINTED  |  |   |  | NAME, SERIAL NUMBER, AND GRADE OF SUMMARY COURT OFFICER             |  |   |  |   |  |
| 24 July 1945  |  |   |  | H. A. Campbell, Captain, Inf, O-426-395                             |  |   |  |   |  |
| ADDITIONAL DATA AND/OR STATEMENT  |  |   |  |   |  |   |  |   |  |
| aa. Soldier accidentally struck by a truck while pushing two members of Army Nurse Corps to safety at 2200, 23 July 1945, Fort Dix, N. J.   |  |   |  |   |  |   |  |   |  |
| COMMANDING<br>Madison Pearson<br>Madison Pearson<br>Brigadier General, USA  |  |   |  |   |  |   |  |   |  |
| INSTRUCTIONS.—Prepare original and 4 copies for use as follows:<br>PART 1. (Items A-V) To Signal Center for use in the Adjutant General, Casualty Branch, Washington, D. C. Use Item V to key any missing information.<br>PART 2. Held in suspense until all required information entered and then send to Personnel Section to prepare special orders for disposition of deceased.<br>PART 3. To Summary Court Officer a request—authority and order to conduct Summary Court.<br>PART 4. To Investigating Officer, if required—authority and order to conduct investigation.<br>PART 5. To Purchasing and Contracting Officer. PART 6. To file. |  |   |  |   |  |   |  |   |  |
| WD AGO FORM 52-5 This form supersedes WD AGO FORM 52-5, 1 August 1944, which may be used until existing stocks are exhausted.   |  |   |  |   |  |   |  |   |  |

STEP 1—COMPLETE ITEMS A-Z AND ADDITIONAL STATEMENT AND SEND TO SIGNAL CENTER

STEP 2—ENTER NAME OF INVESTIGATING OFFICER IF REQUIRED

STEP 4—ENTER NAME OF BURIAL ESCORT AND SEND TO PERSONNEL OR ADJUTANT TO PREPARE SPECIAL ORDERS

STEP 7—ENTER NAME OF SUMMARY COURT OFFICER IF REQUIRED

STEP 6—INCLUDE THE EXACT LOCATION, DATE AND HOUR OF OCCURRENCE, AND HOW IT OCCURRED (PRIMARY CAUSE)

STEP 5—NOTE INSTRUCTIONS

Figure 3. War Department AGO Form 52-5 (Initial Report of Death.)



|  |                                   |   |   |                           |                 |
|--|-----------------------------------|---|---|---------------------------|-----------------|
| MESSAGEFORM  |                                   | MESSAGE CENTER NO   | TRANSMITTING MEANS  | CRYPTOGRAPH OR CLEAR TEXT |                 |
| CALLS<br>V   | STA. SER. No.                     | PRECEDENCE  | TRANSMISSION INSTRUCTIONS   | ORIGINATOR                | DATE-TIME GROUP |
|  |                                   | NR  |   |                           |                 |
| ACTION   | INFORMATION                       |   | EXEMPT  | OPERATING SIGNALS         | GROUP COUNT     |
|  |                                   |   |   |                           | GR              |
| SPACE ABOVE FOR SIGNAL CENTER ONLY   |                                   |   |   |                           |                 |
| FROM: (Originator) <b>COMMANDING GENERAL<br/>FT DIX NEW JERSEY</b>   |                                   |   | SECURITY CLASSIFICATION<br><b>UNCL</b>  |                           |                 |
| ACTION TO:   |                                   |   | PRECEDENCE FOR  |                           |                 |
| <ul style="list-style-type: none"> <li>• MR THOMAS C DOE</li> <li>• 27 HILLSIDE AVENUE</li> <li>• WOODSTOCK CONNECTICUT</li> </ul>   |                                   |   | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">ACTION<br/><b>ROUTINE</b></div> <div style="width: 45%;">INFORMATION</div> </div>                       |                           |                 |
|  |                                   |   | <input type="checkbox"/> ORIGINAL MESSAGE   |                           |                 |
|  |                                   |   | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">REFERS TO ANOTHER MESSAGE<br/>IDENTIFICATION</div> <div style="width: 45%;">CLASSIFICATION</div> </div> |                           |                 |
| INFORMATION TO   |                                   |   |   |                           |                 |
| <p>I REGRET TO INFORM YOU THAT YOUR SON PRIVATE JOHN JAMES DOE HAS DIED DUE TO INJURIES RECEIVED IN A MOTOR VEHICLE ACCIDENT AT FORT DIX NEW JERSEY ON JULY TWENTY THIRD STOP LETTER FOLLOWS STOP THE DECEASED IS NOW AT TILTON GENERAL HOSPITAL STOP KINDLY WIRE COLLECT WHETHER YOU DESIRE REMAINS SHIPPED DIRECT HOME OR DIRECT TO A NATIONAL CEMETERY STOP LONG ISLAND NATIONAL CEMETERY FARMINGDALE LONG ISLAND NEW YORK IS NEAREST YOUR HOME STOP IF SHIPMENT HOME IS DESIRED PLEASE FURNISH NAME AND ADDRESS OF FUNERAL DIRECTOR SELECTED BY YOU TO RECEIVE REMAINS AT DESTINATION STOP IF SHIPMENT DIRECT TO A NATIONAL CEMETERY IS DESIRED PLEASE DESIGNATE BY NAME NATIONAL CEMETERY TO WHICH REMAINS SHOULD BE SHIPPED STOP FIFTY DOLLARS WILL BE ALLOWED TOWARD INTERMENT EXPINSES STOP KINDLY INCLUDE IN YOUR WIRE THE NAME AND ADDRESS OF THE PERSON WHO WILL BE RESPONSIBLE FOR PAYING INTERMENT EXPENSES STOP MY DEEPEST SYMPATHY IS EXTENDED TO YOU AND MEMBERS OF THE DECEDENT'S FAMILY AT THIS TIME END</p> <div style="text-align: right; margin-top: 20px;"> <i>Madison Pearson</i><br/> <b>MADISON PEARSON</b><br/> <b>BRIGADIER GENERAL USA</b><br/> <b>COMMANDING</b> </div> |                                   |   |   |                           |                 |
| SECURITY CLASSIFICATION<br><b>UNCL</b>   |                                   |   | AUTHORIZATION   |                           |                 |
| ORIGINATING AGENCY   |                                   |   | SIGNATURE<br><i>John Jones</i>  |                           |                 |
| SYMBOL   | DATE-TIME GROUP<br><b>241800Z</b> | OFFICIAL TITLE<br><b>JOHN JONES CAPT INF<br/>ADJUTANT</b> |   | PAGE                      | OF              |
|  |                                   |   |   |                           |                 |

WD AGO FORM 11-168 15 JUN 1945

This form supersedes WD AGO Form 11-168, 23 Aug 44, and WD AGO Form 801, 12 Mar 43, which are obsolete.

16-45801-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

**FILE COPY**

Figure 4. Telegram to Emergency Addressee.



HEADQUARTERS  
FORT DIX, NEW JERSEY

25 July 1947

Mrs. Thomas C. Doe  
27 Hillside Avenue  
Woodstock, Connecticut

My dear Mrs. Doe:

I should like to express my deepest sympathy over the recent loss of your son, Private John J. Doe, whose death occurred yesterday at the Station Hospital as a result of injuries which he incurred in an automobile accident.

As a member of this command your son was liked by all of his associates. He was an excellent soldier performing all tasks assigned to him in a cheerful and efficient manner, thereby winning the commendation of his immediate superiors and the respect of his comrades. News of his death comes as a real shock to all who knew him, and his loss will be felt keenly in the organization.

I sincerely hope that the knowledge that your son was an exemplary soldier and died while serving his country will afford you some consolation in your bereavement.

The law provides that as the mother of Private John J. Doe, you may be entitled to certain benefits. The Adjutant General has been furnished the required information concerning your son's death, and upon completion of the necessary records, will issue certificates of death to the agencies who are responsible for making payments to beneficiaries of deceased members of the Armed Forces. The accounts of your son will be settled by the Finance Officer, Army Finance Center, OCF, St. Louis 20, Missouri. The effects of your son have been collected and will be forwarded to you at the above address.

Within the next few days you will be contacted by a Personal Affairs Officer from a nearby Army Installation, who will furnish you additional information and assist you in connection with obtaining any allowable Government benefits. It will not be necessary for you to pay a fee to any firm or individual in order to obtain payment of any monetary benefits. Please feel free to call upon this Command or any nearby Army Post for assistance and further information.

Once again, personally and for the officers and men of this command, please accept our sincere sympathy in your bereavement.

Sincerely yours,

*Madison Pearson*

MADISON PEARSON  
BRIGADIER GENERAL, USA  
Commanding

Figure 5. Letter of Sympathy.



## INITIAL STEPS IN DISPOSITION

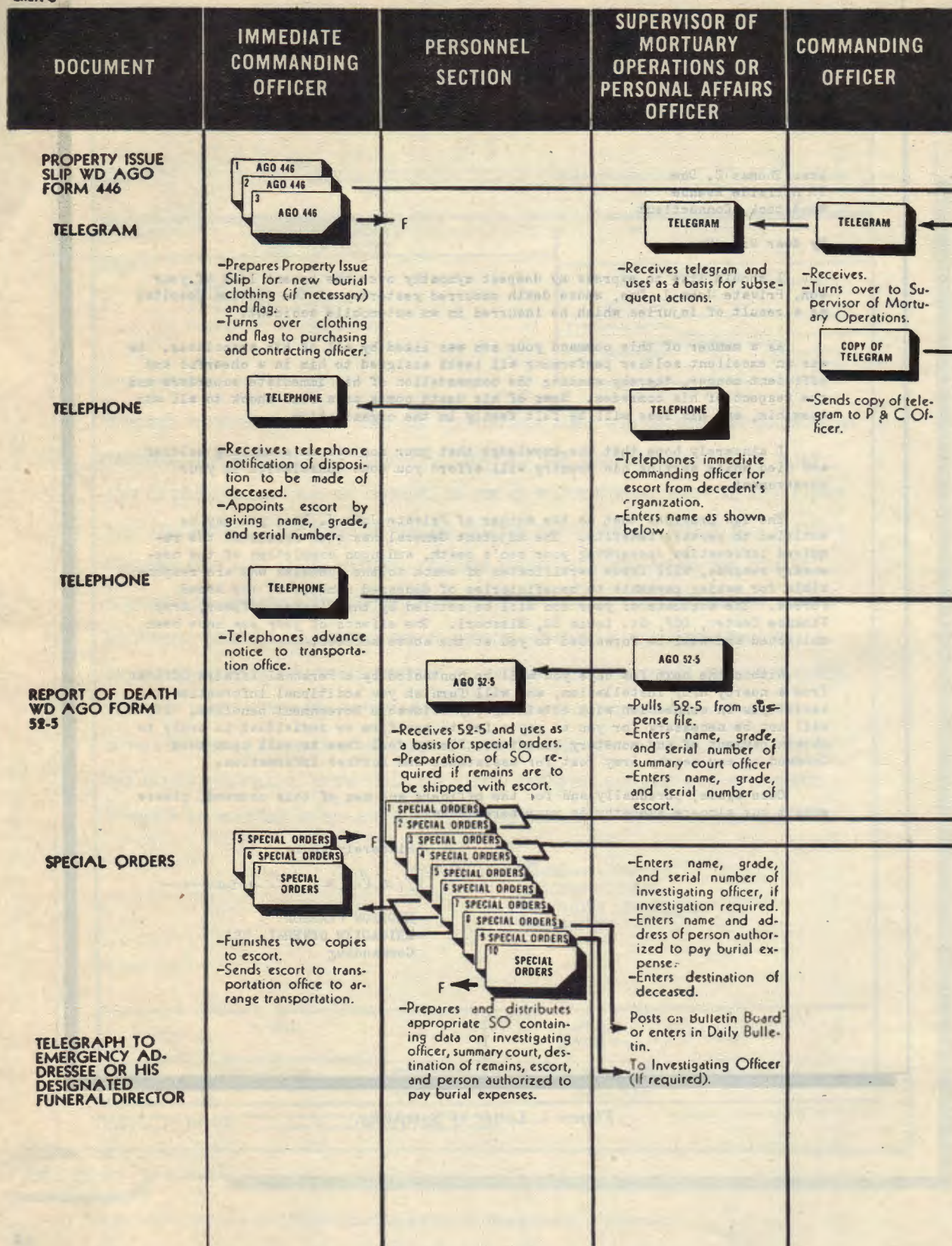


Chart 3. Initial steps in disposition of deceased personnel.



# OF DECEASED PERSONNEL

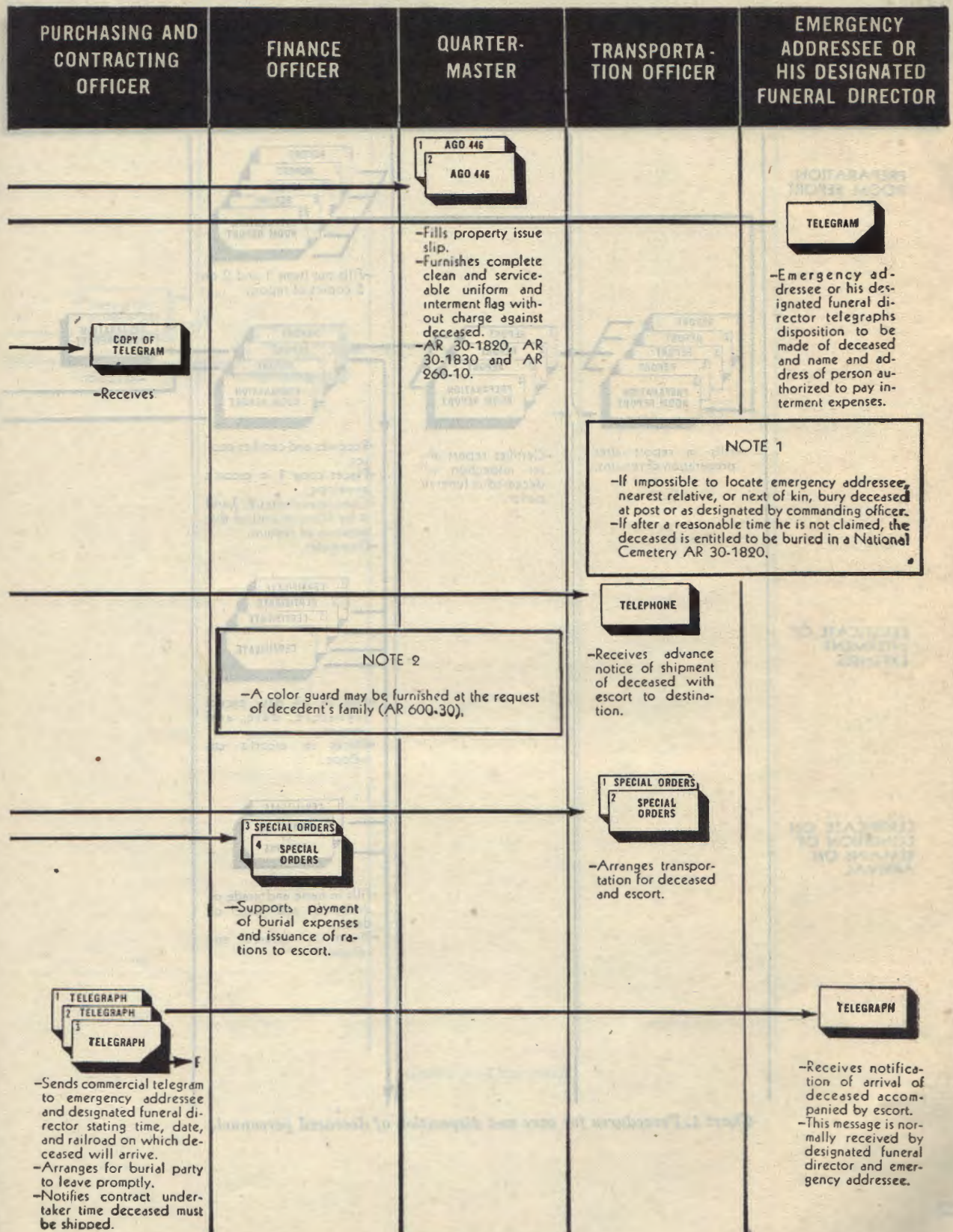


Chart 3—Continued.



# PROCEDURES FOR CARE AND DISPOSITION

Chart 4

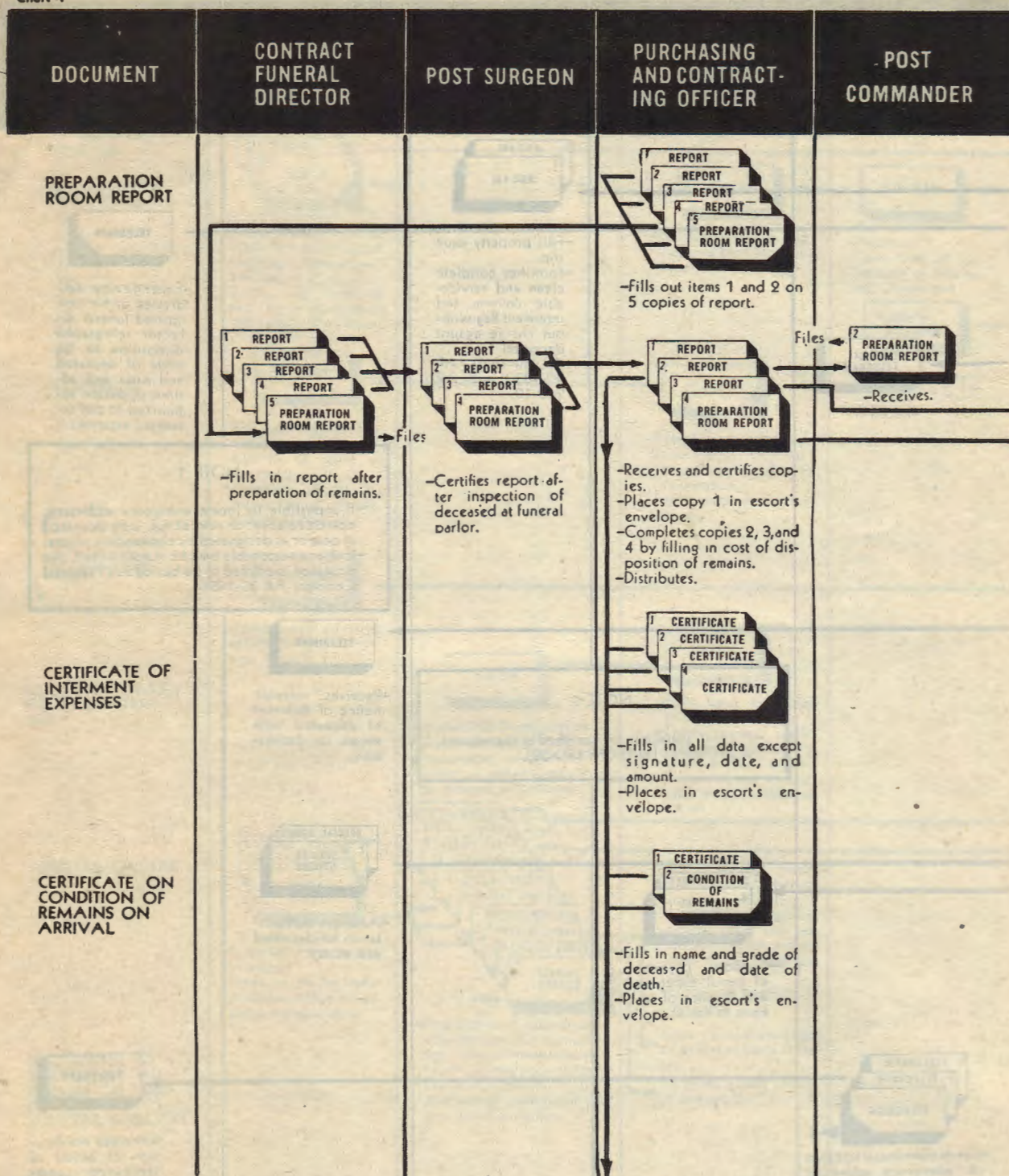


Chart 4. Procedures for care and disposition of deceased personnel.



# OF DECEASED PERSONNEL

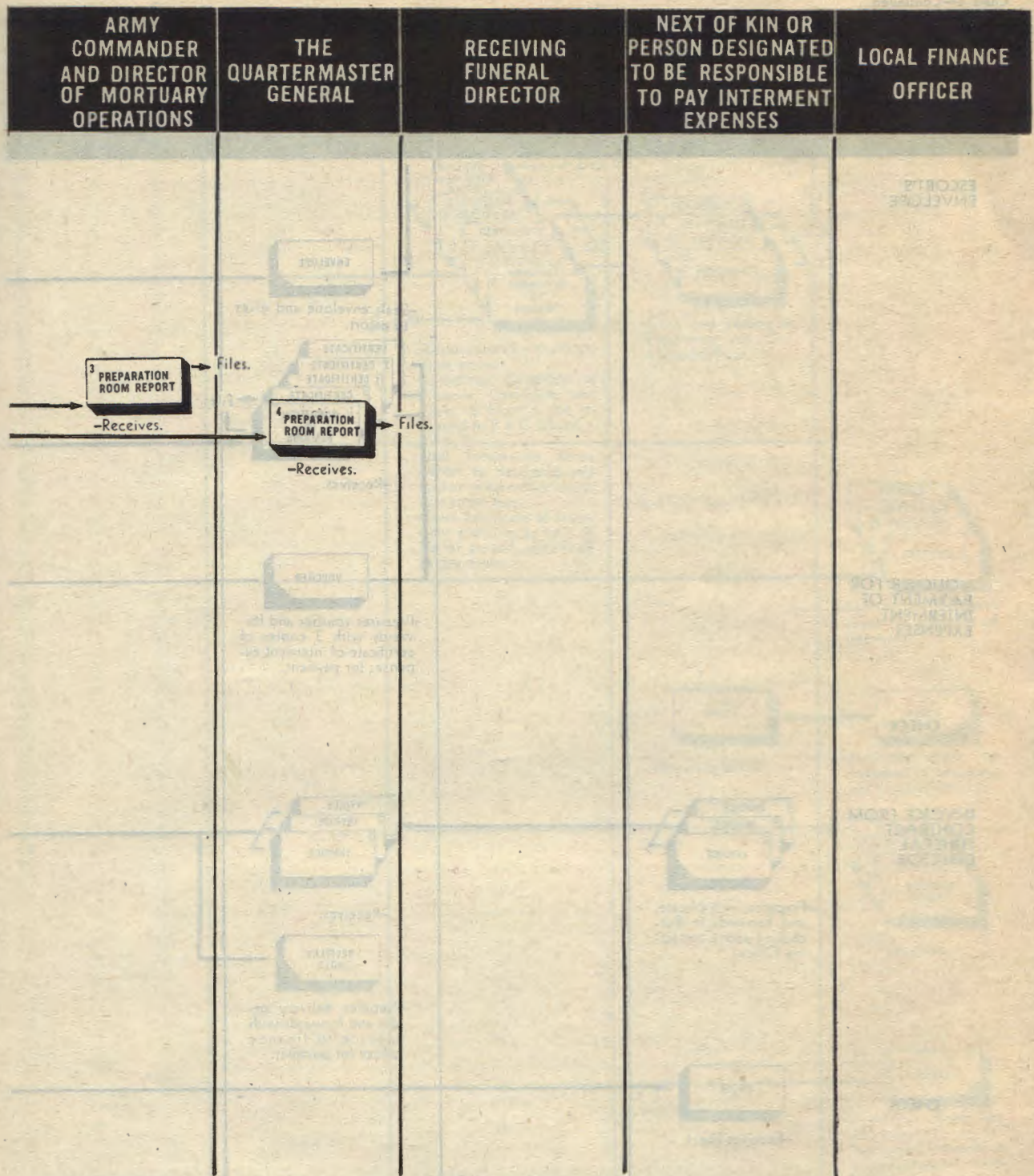


Chart 4—Continued.



# PROCEDURES FOR CARE AND

Chart 4—Continued

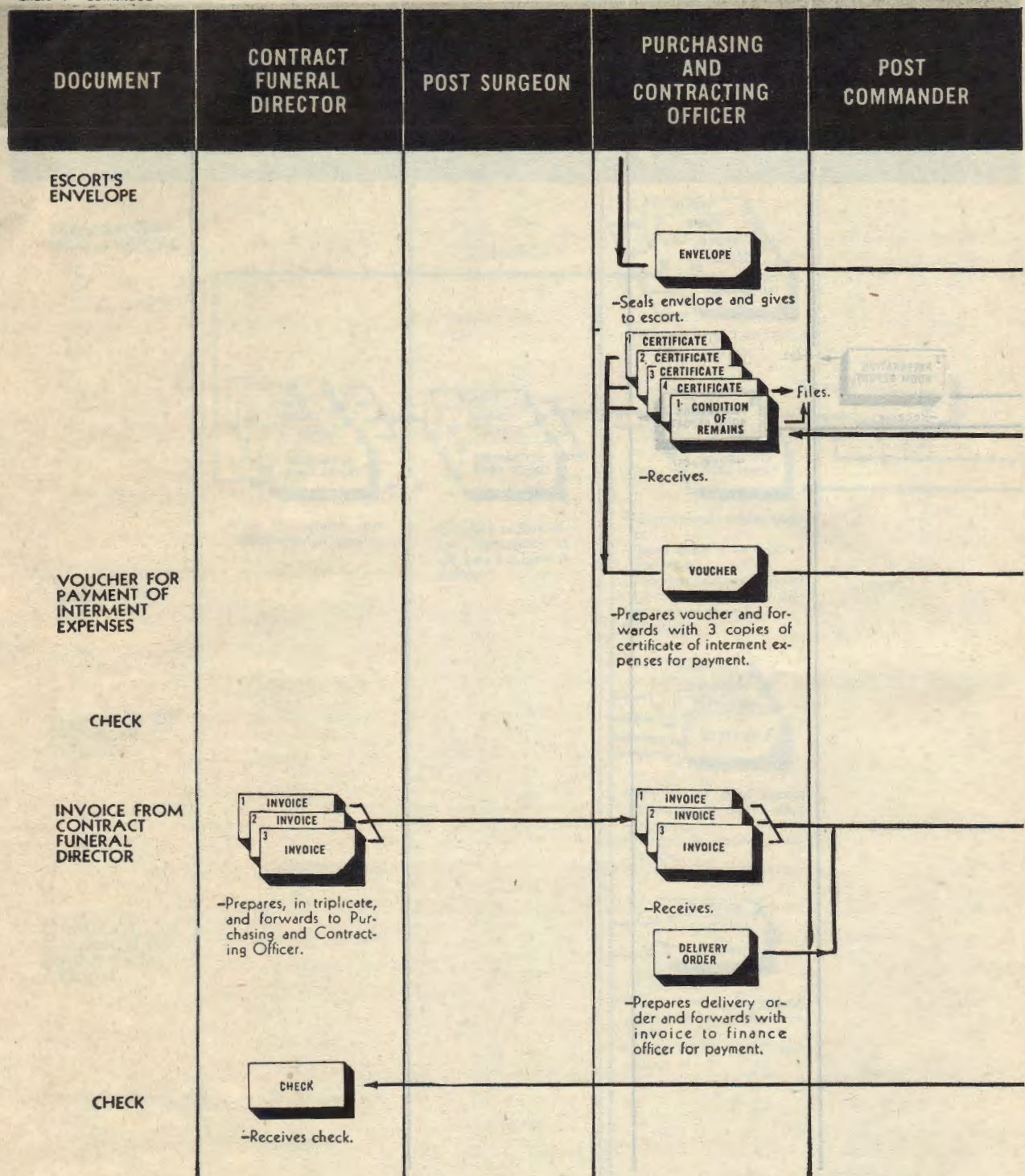


Chart 4—Continued.



# DISPOSITION OF DECEASED PERSONNEL

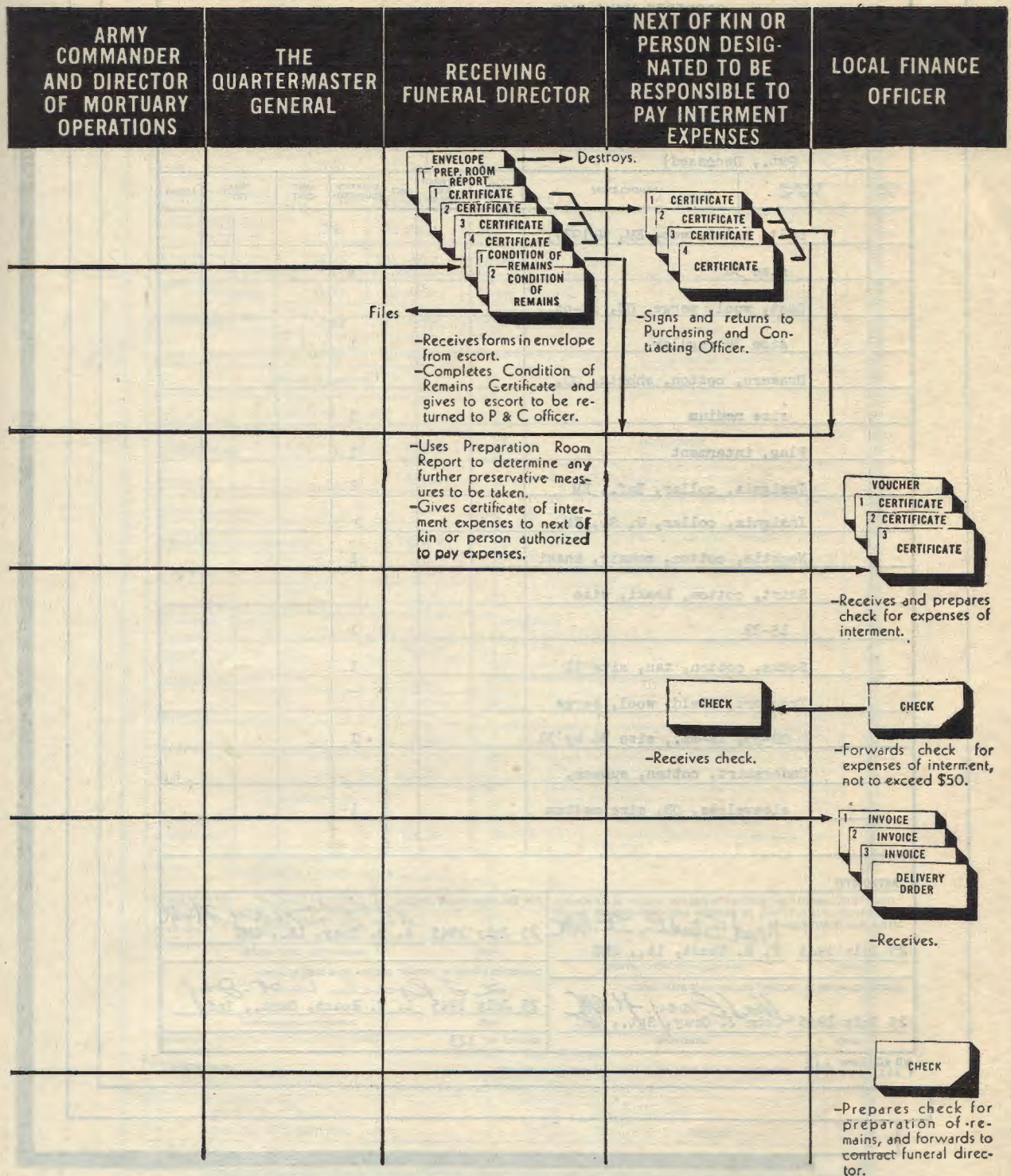


Chart 4-Continued.



| PROPERTY ISSUE SLIP  |  |  |                 |                          |                              |                       |   |                |        | PAGE<br>OF<br>PAGES |
|--|--|--|-----------------|--------------------------|------------------------------|-----------------------|---|----------------|--------|---------------------|
| FROM   | SUPPLY OFFICER ①   |  |                 |                          | ISSUE SLIP NO.<br><b>124</b> |                       | PROPERTY  |                |        |                     |
|  | Lt. Col. J. A. Fitzpatrick, QM   |  |                 |                          | TYPE OF ISSUE                |                       | PROPERTY CLASS<br><b>Clothing and Equipment</b> |                |        |                     |
| TO   | ORGANIZATION OR UNIT ②<br>Company A, 181st Infantry<br>(For: John J. Doe, 2468109<br>Pvt., Deceased) |  |                 |                          | INITIAL                      | REPLACE-<br>MENT      | MEMO<br>RECEIPT                                 | ACCOUNT SYMBOL |        |                     |
|  |  |  |                 |                          |                              |                       |   | WORK ORDER NO. |        |                     |
| ITEM<br>NO.  | STOCK OR<br>PART NO.   | NOMENCLATURE   | AUTH.<br>ALLOW. | ON HAND<br>AND<br>DUE IN | UNIT                         | QUANTITY<br>REQUESTED | UNIT<br>COST                                    | TOTAL<br>COST  | ACTION |                     |
|  |  | Belt, waist, web, EM, M-1937,<br>size 36                     |                 |                          |                              | 1                     |   |                |        |                     |
|  |  | Coat, wool, serge, OD, 18-oz.,<br>size 38 regular            |                 |                          |                              | 1                     |   |                |        |                     |
|  |  | Drawers, cotton, shorts, OD,<br>size medium                  |                 |                          |                              | 1                     |   |                |        |                     |
|  |  | Flag, interment  |                 |                          |                              | 1                     |   |                |        |                     |
|  |  | Insignia, collar, Inf., EM                                   |                 |                          |                              | 2                     |   |                |        |                     |
|  |  | Insignia, collar, U. S., EM                                  |                 |                          |                              | 2                     |   |                |        |                     |
|  |  | Necktie, cotton, mohair, khaki                               |                 |                          |                              | 1                     |   |                |        |                     |
|  |  | Shirt, cotton, khaki, size<br>15-33                          |                 |                          |                              | 1                     |   |                |        |                     |
|  |  | Socks, cotton, tan, size 11                                  |                 |                          |                              | 1                     |   |                |        |                     |
|  |  | Trousers, field, wool, serge<br>OD-33, 18-oz., size 36 by 31 |                 |                          |                              | 1                     |   |                |        |                     |
|  |  | Undershirt, cotton, summer,<br>sleeveless, OD, size medium   |                 |                          |                              | 1                     |   |                |        |                     |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>AUTHORITY:</b></p> <p>ISSUANCE OF QUANTITY IN "QUANTITY REQUESTED" COLUMN IS AUTHORIZED. ITEMS MARKED "DUE OUT" WILL BE ORDERED AND WHEN RECEIVED ORGANIZATION WILL BE NOTIFIED.</p> <p><i>Fred Studdt, Lt. QMC</i><br/>25 July 1945 F. H. Studdt, Lt., QMC<br/>(DATE) (FOR THE STATION SUPPLY OFFICER)</p> <p>QUANTITIES SHOWN IN "ACTION" COLUMN HAVE BEEN ISSUED:</p> <p><i>John J. Gray, Sgt., QMC</i><br/>25 July 1945 John J. Gray, Sgt., QMC<br/>(DATE) (FOR THE STATION SUPPLY OFFICER)</p> </div> <div style="width: 48%;"> <p>FOR THE COMMANDING OFFICER:</p> <p><i>A. R. Shay, Lt., QMC</i><br/>25 July 1945 A. R. Shay, Lt., QMC<br/>(DATE) (ORGANIZATION SUPPLY OFFICER)</p> <p>QUANTITIES SHOWN IN "ACTION" COLUMN HAVE BEEN RECEIVED:</p> <p><i>L. T. Roach, Capt., Inf.</i><br/>25 July 1945 L. T. Roach, Capt., Inf.<br/>(DATE) (AUTHORIZED REPRESENTATIVE)</p> <p>VOUCHER NO. 123</p> </div> </div> |  |  |                 |                          |                              |                       |   |                |        |                     |

WD AGO FORM 446 REPLACES WD AGO FORM 446, 15 APRIL 1944 WHICH MAY BE USED. 49-10-45710-1

Figure 6. War Department AGO Form 446 (Property Issue Slip).



| PREPARATION ROOM REPORT  |   |         |  |   |       |
|--|---|---------|--|---|-------|
| 1. TO (Name of Receiving Funeral Director)<br>J. C. McCall<br>408 South Main Street<br>Woodstock, Connecticut  |   |         | 2. REMAINS OF (Name, serial number, grade, arm, or service)<br><br>Private John J. Doe<br>ASN 2 468 109, Infantry  |   |       |
| 3. DISPOSITION DATA  | TIME  | DATE    | PLACE  | 4. ELAPSED TIME BETWEEN DEATH AND/OR (Not applicable) | HOURS |
| a. DEATH OCCURRED  | 1700  | 24 July | Station Hospital   | a. RECOVERY OF REMAINS                                |       |
| b. RECOVERY OF REMAINS OCCURRED  | (Not applicable in this case)               |         |  | b. AUTOPSY  | 1     |
| c. AUTOPSY PERFORMED<br><small>(Enter time finished)</small>   | 1800  | 24 July | Station Hospital   | c. EMBALMING  | 4     |
| d. REMAINS TURNED OVER TO FUNERAL DIRECTOR   | 2100  | 24 July | Jones Funeral Home   | d. 1ST INSPECTION                                     | 15    |
| e. EMBALMED<br><small>(Enter time finished)</small>  | 2400  | 24 July | Jones Funeral Home   | e. 2d INSPECTION                                      | 16    |
| f. SHIPMENT TO FINAL DESTINATION   | 1650  | 25 July | From Trenton, N. J.  | f. SHIPMENT   | 24    |
| g. DUE TO ARRIVE   | 2000  | 25 July | Woodstock, Conn.   | g. TIME DUE TO ARRIVE                                 | 27    |
| 5. COST OF DISPOSITION   |   |         |  |   |       |
| a. EXPENSE AT PLACE OF DEATH   |   |         |  |   |       |
| (1) RECOVERY OF BODY   | \$  | 25.00   | <b>INSTRUCTIONS</b><br><br>1. Three persons are involved in the preparation of this report: The Funeral Director, the Surgeon, and the P&C Officer.<br><br>2. THE P&C OFFICER. (a) Fills out Items 1 and 2 on 5 copies of report and gives all copies to funeral director. (b) Receives copies 1, 2, 3, and 4 from funeral director, after embalming, and fills in Items 3, 4, 7, and 10 on all copies. Fills out Item 5 on copies 2, 3, and 4.<br><br>3. THE FUNERAL DIRECTOR. (a) Fills out Items 11 through 38 and 46 through 48 in all cases. (b) Fills out Items 39 through 45 in TYPE B and C cases. (c) Retains copy 5.<br><br>4. THE SURGEON. Signs certificate in Item 9.<br><br><b>DISTRIBUTION:</b><br>Copy 1.—Receiving Funeral Director. (Placed in escort's envelope by P&C Officer.)<br>Copy 2.—Post Commander.<br>Copy 3.—Commanding General, Service Command.<br>Copy 4.—Office of The Quartermaster General. (No transmittal letter necessary.)<br>Copy 5.—Preparing Funeral Director.<br><br><b>NOTE 1.</b> —The copy of the Preparation Room Report for The Quartermaster General should be submitted as soon as costs of preparation of remains are available. If cost data for other items shown in par 5 a and b are available they should be included on original Preparation Room Report. Subsequent reports covering other items in par 5 a and b (such as transportation, clothing, interment) should be promptly submitted after such data is available. Once the next of kin is advised concerning interment allowance and furnished forms on which to apply for same, under no circumstances should follow-up or tracer letters be sent to next of kin to obtain a Certificate of Interment Expenses.<br><br><b>NOTE 2.</b> —Only 3 copies will be prepared for prisoners of war, and will be distributed as copies 2, 3, and 4. |   |       |
| (2) EMBALMING  | \$  | 35.00   |  |   |       |
| (3) CASKET AND OUTSIDE BOX   | \$  | —       |  |   |       |
| (4) METAL-LINED CASKET AND OUTSIDE BOX   | \$  | 125.00  |  |   |       |
| (5) HEARSE HIRE  | \$  | 5.00    |  |   |       |
| (6) FUNERAL SERVICES   | \$  | —       |  |   |       |
| (7) TRANSPORTATION (RAIL)<br>(a) REMAINS \$<br>(b) ESCORT \$   | \$  | 54.32   |  |   |       |
| (8) CLOTHING (if purchased)  | \$  | —       |  |   |       |
| (9) CREMATION  | \$  | —       |  |   |       |
| (10) FLAG  | \$  | 4.50    |  |   |       |
| (11) TOTAL   | \$  | 248.82  |  |   |       |
| b. INTERMENT EXPENSES  |   |         |  |   |       |
| (1) AMOUNT PAID  | \$  | 50.00   | <b>REMARKS:</b><br><br>[Blank space for remarks]   |   |       |
| (2) PAYEE  | Mr. Thomas C. Doe<br>Woodstock, Connecticut |         |  |   |       |
| (3) DATE OF PAYMENT  | 5 August 1945                               |         |  |   |       |
| (4) VOUCHER NO.  | 3906  |         |  |   |       |
| 7. NAME AND ADDRESS OF STATION HANDLING DISPOSITION<br><div style="text-align: right;">Port Dix, New Jersey</div>  |   |         |  |   |       |
| 8. INSPECTION—In compliance with AR 43-593 and AR 30-1820, I CERTIFY that the remains were inspected after embalming, and again after the remains were clothed and placed in the casket at (Place of inspection)— <div style="text-align: right;">Jones Funeral Home, Trenton, N. J.</div> |   |         |  |   |       |
| 9. INSPECTING SURGEON (Signature)<br><div style="text-align: center;">A. A. Press<br/>Captain, MC, Surgeon</div>   |   |         | 10. P&C OFFICER (Signature)<br><div style="text-align: center;">Fred Studdt<br/>1st Lt., MC, P &amp; C Officer</div>   |   |       |

WD AGO FORM 10-15 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 7. War Department AGO Form 10-15—Front.  
(Preparation Room Report)



|  |  |   |  |   |  |
|--|--|---|--|---|--|
| 11. IT IS RECOMMENDED THAT THE FAMILY <input checked="" type="checkbox"/> BE ALLOWED <input type="checkbox"/> NOT BE ALLOWED TO VIEW REMAINS     |  |   |  |   |  |
| 12. TYPE OF CASE   |  | 13. RECEIVED REMAINS AT (Designate Army hospital or other installation) <b>Jones Funeral Home</b>   |  |   |  |
| TYPE A   |  | Trenton, New Jersey, from officer at Station Hospital, Fort Dix, N. J.  |  |   |  |
| TYPE B <input checked="" type="checkbox"/>   |  | 14. LENGTH OF ILLNESS OR HOSPITALIZATION, IF ANY, PRIOR TO DEATH  |  |   |  |
| TYPE C   |  | (Not applicable)  |  |   |  |
| 15. OPERATION PRIOR TO DEATH   |  | 16. IF ANSWER IS YES, STATE KIND OF OPERATION   |  |   |  |
| <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  |  | (Not applicable)  |  |   |  |
| 17. CAUSE OF DEATH   |  |   | 18. CONTRIBUTORY CAUSES                          |   |  |
| Peripheral vascular collapse   |  |   | Brain, laceration of, severe                     |   |  |
| 19. EVIDENCE OF DECOMPOSITION PRIOR TO EMBALMING <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (To what extent)            |  |   |  |   |  |
| 20. BISECTED ARTERIES AND VEINS WERE PROPERLY LIGATED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If no, describe)      |  |   |  |   |  |
| 21. JAUNDICE EVIDENT   |  | 22. DISTENTION OF ABDOMEN   |  | 23. IF ANSWER IS YES  |  |
| YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>  |  | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>   |  | INTENSE <input type="checkbox"/> MODERATE <input type="checkbox"/>      |  |
|  |  |   |  | 24. CAUSED BY   |  |
|  |  |   |  | FLUID <input type="checkbox"/> GAS <input type="checkbox"/>             |  |
|  |  |   |  | 25. RELIEVED  |  |
|  |  |   |  | YES <input type="checkbox"/> NO <input type="checkbox"/>                |  |
| 26. POINTS OF INJECTIONS   |  | 27. METHOD OF INJECTION   |  | 28. OUNCES (To 15 gallons of water) CONCENTRATED FLUID (Hardenine) USED |  |
| (Check)  |  | (Check)   |  |   |  |
| ILIAC  |  | PUMP HAND   |  | a. 3 1ST INJECTION  |  |
| BRACHIAL   |  |   |  | b. 5 2D INJECTION   |  |
| FEMORAL  |  | GRAVITY   |  | c. 8 3D INJECTION   |  |
| AXILLARY   |  |   |  | d. 8 4TH INJECTION  |  |
| CANOTID  |  | MACHINE PRESSURE  |  | e. 8 5TH INJECTION  |  |
|  |  |   |  | f. 8 6TH INJECTION  |  |
|  |  |   |  | g. PREINJECTION FLUID   |  |
|  |  |   |  | h. ADDITIONAL INJECTIONS  |  |
|  |  |   |  | OUNCES  |  |
| 29. IF OTHER THAN STANDARD HARDENING FLUID WAS USED ARTERIALLY, GIVE STRENGTH OF CONCENTRATED FLUID (Percent)                                    |  |   |  |   |  |
| 30. NAME PARTS WHICH LACKED PRESERVATION   |  |   | 31. TREATMENT                                    |   |  |
| Abdominal walls  |  |   | Overall concentrated fluid direct hypodermically |   |  |
| 32. PROBABLE CONDITION OF REMAINS UPON ARRIVAL   |  |   | 33. REASON (If doubtful or poor)                 |   |  |
| <input type="checkbox"/> EXCELLENT <input checked="" type="checkbox"/> GOOD <input type="checkbox"/> DOUBTFUL <input type="checkbox"/> POOR      |  |   |  |   |  |
| 34. DRAINAGE   |  | 35. AMOUNT (Quarts)   |  | 36. DISCOLORATION, IF ANY (Describe)                                    |  |
| <input checked="" type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR   |  | 8   |  | Facial—result of accident   |  |
| 37. REMOVED  |  |   |  |   |  |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  |  |   |  |   |  |
| 38. CAVITY TREATMENT AND RESULTS (Describe fully) Viscera removed and thoroughly saturated in concentrated cavity fluid. Intestinal gas removed. |  |   |  |   |  |
| 39. EXTENT OF MUTILATION OF REMAINS UPON RECEIPT (Describe). Extensive cuts and abrasions on back of head and face. Right arm and leg fractured. |  |   |  |   |  |
| 40. BURNS  |  | 41. LIST TRAUMATIC AMPUTATIONS  |  |   |  |
| 1ST DEGREE   |  | None.   |  |   |  |
| 2D DEGREE  |  | 42. PARTS EMBALMED HYPODERMICALLY Abdominal walls and areas around fractures as listed above.   |  |   |  |
| 3D DEGREE  |  | 43. GENERAL DESCRIPTION OF PRESERVATIVE TREATMENT GIVEN AND RESULTS Vascular injections supplemented by hypodermic injections where necessary. Remains showed firm setting up. Discolorations removed. Cosmetic results good. |  |   |  |
| PERCENT OF BODY  |  |   |  |   |  |
| 44. PLASTIC SURGERY (Or other restoration)   |  |   |  |   |  |
| None   |  |   |  |   |  |
| 45. REASON, IF FEATURES NOT RESTORED   |  |   |  |   |  |
| 46. NAME OF FIRM   |  | 47. NAME OF EMBALMER  |  | 48. SIGNATURE   |  |
| Jones Funeral Home   |  | W. J. Bradley   |  | George P. Jones   |  |

Figure 7. War Department AGO Form 10-15  
(Preparation Room Report)—Back.



**CHECK LIST FOR INSPECTION OF REMAINS IN THE NUDE**

1. Body bathed to present a clean appearance.
2. Face shaven.
3. Mustache, if any, trimmed.
4. Protruding hairs from nose trimmed.
5. Verify proper eye treatment to prevent sunken eyelids.
6. Verify methods used to secure lower jaw.
7. Check identification tags, and be sure they accompany body.
8. Trim and clean fingernails.
9. Note abrasions for drainage and preventive measures taken.
10. Check medical identification tag, if any, for correct name.
11. Check firmness or 'setting up' of entire body with special emphasis on extremities.
12. Check for presence of gas in abdominal cavity, indicated by distended abdomen or by slight pressure on the abdomen to note increased pressure in other parts of abdomen.
13. Check dark spots on lower portion of body resulting from improper circulation of embalming fluid.
14. Check all incisions especially in posted or autopsied cases to insure that they have been neatly and tightly sutured to prevent leakage.
15. Check the need of additional hypodermic treatment on those parts showing insufficient 'setting up' or preservative treatment.
16. Check the back for discoloration or lack of proper circulation of embalming fluid.

NOTE : THIS CHECK LIST WILL BE USED BY SURGEON AND PURCHASING AND CONTRACTING OFFICER WHEN MAKING INSPECTION OF REMAINS IN THE NUDE AFTER COMPLETION OF EMBALMING. REPRODUCE LOCALLY.

*Figure 8. Check list for inspection of remains in the nude.*



CHECK LIST FOR INSPECTION OF REMAINS AFTER BEING CLOTHED AND CASKETED

BODY OF DECEASED

INSPECTION BY  
SURGEON AND  
P & C OFFICER

1. Proper underwear on body.
2. Placement of cotton, if necessary, between abrasions and/or incisions and underwear.
3. Entire uniform clean, pressed and reasonably fitted.
4. Epaulet ends under collar.
5. Correct insignia clean and properly placed.
6. Collar of shirt adjusted to fit properly.
7. Tie correctly tied; buttons and belt (s) correctly fastened.
8. General appearance satisfactory, including application of cosmetics.
9. Remains properly placed in casket as to head room, to present an appearance of repose and to assure maintenance of position during transit. (In accordance with specifications, there will be a minimum of two (2) inches between head and top of casket.)
10. Mutilated remains securely wrapped in suitable cloth material, placed in the casket in such manner that remains will stay in a fixed position during transit, and uniform placed on top thereof in the casket.

CASKET

1. Interior and exterior of casket to comply with specifications.
2. Manufacturer's warranty stamp to appear on inside of casket.
3. Check to see that top closes evenly with the casket proper.
4. Check for satisfactory general appearance of casket, with particular attention to see that no objectionable abrasions appear on the casket.
5. Lift casket by rails or handles to check strength and security of attachment.

METAL-LINED CASKETS

INSPECTION BY  
P & C OFFICER

1. Check to see that liner conforms to specifications.
2. Manufacturer's warranty stamp to appear on outside of liner.
3. Determine that casket is properly placed and metal liner is sealed.
4. Determine that liner is properly secured in casket.

SHIPPING CASE

1. Check material and construction for compliance with Uniform Burial Contract specifications.
2. See that strips called for in specifications are on bottom of case, outside box.
3. See that case is provided with securely attached handles of sufficient strength.
4. See that case presents neat appearance.
5. See that envelope containing proper Health Department and shipping permits is securely attached to shipping case.
6. See that flag is placed at head of casket within the shipping case.

Figure 9. Check list for inspection of remains clothed and casketed.



|  |                     |                            |  |                           |                   |
|--|---------------------|----------------------------|--|---------------------------|-------------------|
| <b>MESSAGEFORM</b>   |                     | MESSAGE CENTER No.         | TRANSMITTING MEANS   | CRYPTOGRAPH OR CLEAR TEXT |                   |
| CALLS<br>V   | STA. SER. No.<br>NR | PRECEDENCE                 | TRANSMISSION INSTRUCTIONS                                  | ORIGINATOR                | DATE-TIME GROUP   |
| ACTION   |                     | INFORMATION                | EXEMPT   | OPERATING SIGNALS         | GROUP COUNT<br>68 |
| SPACE ABOVE FOR SIGNAL CENTER ONLY   |                     |                            |  |                           |                   |
| FROM: (Originator)<br>COMMANDING GENERAL<br>FT DIX, NEW JERSEY   |                     |                            | SECURITY CLASSIFICATION                                    |                           |                   |
| ACTION TO:<br>• MR THOMAS C DOE<br>27 HILLSIDE AVENUE<br>• WOODSTOCK CONN  |                     |                            | PRECEDENCE FOR<br>ACTION INFORMATION<br>ROUTINE            |                           |                   |
|  |                     |                            | <input type="checkbox"/> ORIGINAL MESSAGE                  |                           |                   |
|  |                     |                            | REFERS TO ANOTHER MESSAGE<br>IDENTIFICATION CLASSIFICATION |                           |                   |
| INFORMATION TO   |                     |                            |  |                           |                   |
| <p>REMAINS OF YOUR SON THE LATE PRIVATE JOHN J DOE HAVE BEEN PREPARED AND PLACED IN CASKET AND ARE BEING SHIPPED AT GOVERNMENT EXPENSE ACCOMPANIED BY ESCORT PRIVATE ROBERT N HAMMILL TO THE J C MCGILL MORTUARY WOODSTOCK ON TRAIN NUMBER FIFTY SIX PENNSYLVANIA LEAVING FOUR FIFTY PM TWENTY FIVE JULY AND DUE TO ARRIVE IN WOODSTOCK ON TRAIN NUMBER SIXTEEN NEW HAVEN RAILROAD EIGHT PM TWENTY FIVE JULY STOP ESCORT WILL FURNISH YOU CERTIFICATE WITH INSTRUCTIONS RELATIVE TO OBTAINING MAXIMUM ALLOWANCE OF FIFTY DOLLARS MADE BY GOVERNMENT TOWARD INTERMENT EXPENSES AT DESTINATION STOP CERTIFICATE SHOULD BE SIGNED BY PERSON WHO ENGAGED FUNERAL DIRECTOR AND IS RESPONSIBLE FOR PAYMENT OF HIS BILL AND FORWARDED TO PURCHASING AND CONTRACTING OFFICER AS DIRECTED ON FORM STOP CHECK WILL BE FORWARDED AFTER RECEIPT OF SIGNED FORM BY PURCHASING AND CONTRACTING OFFICER END</p> |                     |                            |  |                           |                   |
| <p style="text-align: right;"> <i>Madison Pearson</i><br/> MADISON PEARSON<br/> BRIGADIER GENERAL USA<br/> COMMANDING </p>   |                     |                            |  |                           |                   |
| SECURITY CLASSIFICATION<br>UNCL  |                     |                            | AUTHORIZATION  |                           |                   |
| ORIGINATING AGENCY   |                     |                            | SIGNATURE<br><i>John Jones</i>                             |                           |                   |
| SYMBOL   |                     | DATE-TIME GROUP<br>251100Z | OFFICIAL TITLE<br>JOHN JONES CAPT INF<br>ADJUTANT          |                           | PAGE OF           |

WD AGO FORM 11-168  
15 JUN 1945

This form supersedes WD AGO Form 11-168, 23 Aug 44, and WD AGO Form 301, 12 Mar 43, which are obsolete.

16-45801-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 10. Telegram—Shipment of remains.



|   |                            |   |   |                           |                   |
|---|----------------------------|---|---|---------------------------|-------------------|
| MESSAGEFORM   |                            | MESSAGE CENTER NO                                 | TRANSMITTING MEANS  | CRYPTOGRAPH OR CLEAR TEXT |                   |
| CALLS<br>V  | STA. SER. NO.<br>NR        | PRECEDENCE  | TRANSMISSION INSTRUCTIONS   | ORIGINATOR                | DATE-TIME GROUP   |
| ACTION  | INFORMATION                |   | EXEMPT  | OPERATING SIGNALS         | GROUP COUNT<br>GR |
| SPACE ABOVE FOR SIGNAL CENTER ONLY  |                            |   |   |                           |                   |
| FROM: (Originator)<br>COMMANDING GENERAL<br>FT DIX NEW JERSEY   |                            |   | SECURITY CLASSIFICATION<br>UNCL   |                           |                   |
| ACTION TO:<br><ul style="list-style-type: none"> <li>• MR THOMAS C DOE</li> <li>• 27 HILLSIDE AVENUE</li> <li>• WOODSTOCK CONNECTICUT</li> </ul>  |                            |   | PRECEDENCE FOR<br>ACTION INFORMATION  |                           |                   |
|   |                            |   | ROUTINE   |                           |                   |
|   |                            |   | <input type="checkbox"/> ORIGINAL MESSAGE<br>REFERS TO ANOTHER MESSAGE<br>IDENTIFICATION CLASSIFICATION |                           |                   |
| INFORMATION TO  |                            |   |   |                           |                   |
| <p>REGRET TO ADVISE THAT TRANSPORTATION DIFFICULTIES WILL DELAY SHIPPING REMAINS OF YOUR SON PRIVATE JOHN J DOE STOP WILL ADVISE BY WIRE ROUTING AND APPROXIMATE TIME DUE TO ARRIVE AT DESTINATION END</p> <div style="text-align: right; margin-top: 20px;"> <i>Madison Pearson</i><br/>           MADISON PEARSON<br/>           BRIGADIER GENERAL USA<br/>           COMMANDING         </div> |                            |   |   |                           |                   |
| SECURITY CLASSIFICATION<br>UNCL   |                            |   | AUTHORIZATION   |                           |                   |
| ORIGINATING AGENCY  |                            |   | SIGNATURE<br><i>John Jones</i>  |                           |                   |
| SYMBOL  | DATE-TIME GROUP<br>251200Z | OFFICIAL TITLE<br>JOHN JONES CAPT INF<br>ADJUTANT | PAGE # OF   |                           |                   |

WD AGO FORM 11-168  
15 JUN 1945

This form supersedes WD AGO Form 11-168, 28 Aug 44,  
and WD AGO Form 801, 12 Mar 43, which are obsolete.

16-45001-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 11. Telegram—Notification of delay.



**TO ESCORT:**  
 If for any reason, a delay occurs enroute which causes a change in your schedule, write out the following telegram on blanks furnished by the telegraph office, and send, by straight telegram, COLLECT, to:

**POST COMMANDER** **Commanding Officer**  
**Fort Dix, New Jersey**

**CONSIGNEE** **J. C. McGill**  
**408 South Main Street**  
**Woodstock, Connecticut**  
 (Receiving Funeral Director)

**REMAINS OF** John J. Doe  
 (Name of remains and grade)

**DELAYED AT** Newark, New Jersey  
 (Where delay occurred)

because of derailment at Newark  
 (Reason for delay)  
New Jersey

**DUE TO ARRIVE AT** eleven P.M. 25 July  
 (Time due to arrive)

**ON** train no 102 New Haven R.R.  
 (Train number and name of line)

Robert H. Hamill  
 (Sign your name here)

- NOTE :**
1. FORM WILL BE PREPRINTED OR TYPED ON REVERSE SIDE OF THE INSTRUCTIONS TO ESCORT.
  2. ADDRESS OF POST COMMANDER AND CONSIGNEE WILL BE FILLED IN BEFORE GIVING TO ESCORT.
  3. BLANKS WILL BE FILLED IN BY ESCORT WHEN DELAY ENROUTE CAUSES CHANGE IN SCHEDULE.

Figure 12. Telegram—Notification of delay en route.



COMMANDING OFFICER'S INSTRUCTIONS  
TO ESCORT OF DECEASED PERSONNEL

1. You will have a smart, well-groomed appearance, and maintain sobriety at all times.
2. Report to purchasing and contracting officer to determine at what funeral home the remains are located, and secure from him a sealed envelope.
3. Secure two train tickets for each remains from transportation officer. Use one ticket for self. Secure berth and meal tickets, if required, from transportation officer.
4. Accompany the remains to the railroad station.
5. Accompany remains and PERSONALLY check to see that casket is placed in the baggage car of the right train.
6. Board the train and occupy seat, after remains are placed in baggage car.
7. Personally accompany remains, if transferred en route from one station to another, or from one train to another, and stay with remains until they are placed in the proper baggage car before you take your seat on the train. Any charges for transportation en route, not covered by your transportation tickets, are the responsibility of the railroad. DO NOT PAY SUCH EXPENSES OUT OF YOUR OWN POCKET as they are paid by the government upon receipt of a valid claim for same.
8. Notify, by wire, collect, both the commanding officer and consignee of any deviation from scheduled connections.
9. See that the flag is properly placed on the casket upon arrival at destination. It will be placed lengthwise of the casket with the union at the head and over the left shoulder of the deceased. The flag will not be lowered into the grave and it will not be allowed to touch the ground. It will be given to the next of kin, if so desired, after the interment.
10. Take special care of all papers in your possession and deliver them, with the remains, to the receiving funeral director at destination.
11. Offer your services (through the funeral director) to relatives and assist them if desired. Remain for funeral services if they so desire.
12. Be sympathetic and understanding in dealing with relatives, and in conversation do not divulge information which should be safeguarded.
13. On return, report to the supervisor of mortuary operations, purchasing and contracting officer, or personal affairs officer for a brief verbal report, and return the signed Condition of Remains Certificate and the Certificate of Interment Expenses, provided it has been accomplished and signed by the person responsible for the payment of interment expenses. Do not persuade the person concerned to sign this certificate before your departure, but bring it back if relatives desire you to do so.

*Earl D. Johnson*  
EARL D. JOHNSON  
COLONEL, AIR CORPS,  
COMMANDING

Figure 13. Instructions to escort.



**CERTIFICATE**  
(INTERMENT EXPENSES)

Date August 10, 1945

I, Thomas C. Doe, 27 Hillside Avenue, Woodstock, Conn.  
(Name and address of person incurring interment expenses)

hereby certify that the total sum of \$ 97.42 was incurred by me in connection

with the interment of the remains of the late John J. Doe  
(Name)

Private, ASN 2468109, Infantry  
(Grade, Army Serial Number, and Arm or Service of Decedent)

who died while on active duty with the United States Army on 24 July 1945  
(Date of death)

at Fort Dix, New Jersey

Thomas C. Doe  
Signature

NOTE: This certificate will be completed and signed by the relative who engaged the receiving undertaker and is responsible for payment of his bill. It is NOT to be accomplished or signed by the Undertaker.

Return to: Fred Studt, 1st Lt., QMC  
Purchasing and Contracting Officer  
Fort Dix, New Jersey

WD AGO FORM R-5507  
30 MAY 1947

FILLED IN BY PAC OFFICER  
AND PLACED IN ESCORT'S  
ENVELOPE FOR DELIVERY TO  
RECEIVING FUNERAL DIRECTOR

Figure 14. War Department AGO Form R-5507 (Certificate of Interment Expenses).



charged or items shown on the invoice, he may forward the invoice to The Quartermaster General for evaluation.

(2) The purchasing and contracting officer will instruct the legal next of kin how to obtain reimbursement for interment and/or cremation expenses, in accordance with normal procedure

outlined in paragraph 10, and will, in addition, instruct that a signed statement be included with reimbursement request, indicating that cremation was requested by next of kin.

(3) Cost of a second casket, in which to place urn after cremation of remains, is not authorized.

| CERTIFICATE ON CONDITION OF REMAINS ON ARRIVAL                               |   |
|--|---|
| I certify that I have received the remains of                                |   |
| <u>John J. Doe, Private</u><br><small>(Name of Deceased and Grade)</small>   | on <u>25 July 1945</u><br><small>(Date)</small> |
| inspected same in the presence of the escort, and found the remains to be in |   |
| the condition as stated below:   |   |
| In excellent state of preservation.  |   |
| SIGNED <u>J. C. McGill</u><br><small>Funeral Director or Embalmer</small>    |   |
| J. C. MCGILL, WOODSTOCK, CONN.   |   |

WD AGO FORM 30 MAY 1947 R-5508 Local Reproduction Authorized

Figure 15. War Department AGO Form R-5508 (Certificate on Condition of Remains on Arrival).



will, in addition,  
ent be included  
indicating that  
t of kin.  
t, in which to  
remains, is not

HEADQUARTERS  
FORT DIX, NEW JERSEY

24 July 1945

Mrs. Thomas C. Doe  
27 Hillside Avenue  
Woodstock, Connecticut

Dear Mrs. Doe:

I extend to you the deepest sympathy in your bereavement over the loss of your son while on furlough.

Since you have assumed the responsibility in the disposition of his remains, this letter is written to inform you of the manner in which War Department burial allowance may be obtained if desired.

If you have paid for the expenses incurred and desire reimbursement in the amount allowed under existing regulations, you should write a letter over your own signature to The Quartermaster General, War Department, Washington, D.C. requesting reimbursement and enclose an itemized, receipted bill, in quadruplicate, showing thereon the date of payment and by whom paid.

If, however, the undertaker's bill has not been paid, the undertaker should submit an itemized invoice, in quadruplicate, to The Quartermaster General, War Department, Washington, D.C., containing the following certificate signed by the undertaker on each copy:

"I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amount billed."

Sincerely yours,

*George H. Watkins*  
GEORGE H. WATKINS  
Brigadier General, USA  
Commanding

NOTE: THIS LETTER WILL BE SENT BY POST COMMANDER TO NEXT OF KIN WHEN NEXT OF KIN ASSUMES RESPONSIBILITY FOR CARE AND DISPOSITION OF REMAINS, ADVISING THE NEXT OF KIN OF THE MANNER IN WHICH REIMBURSEMENT MAY BE OBTAINED. REPRODUCE LOCALLY.

Figure 16. Letter of advice on reimbursement.



## PROCEDURES FOR AUTHORIZING, APPROVING,

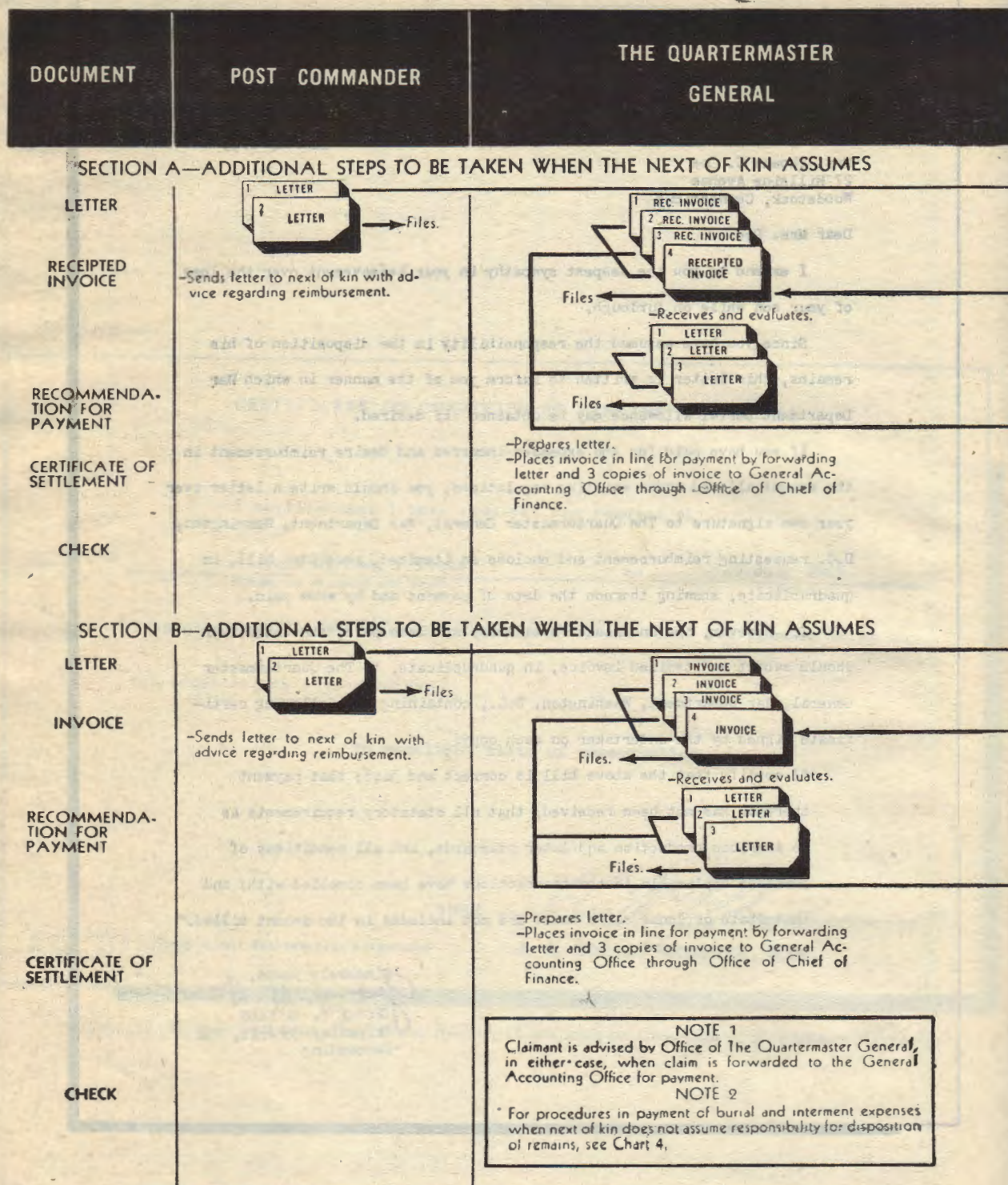


Chart 5. Procedures for authorizing, approving, paying funeral and interment expenses.



## PAYING FUNERAL AND INTERMENT EXPENSES

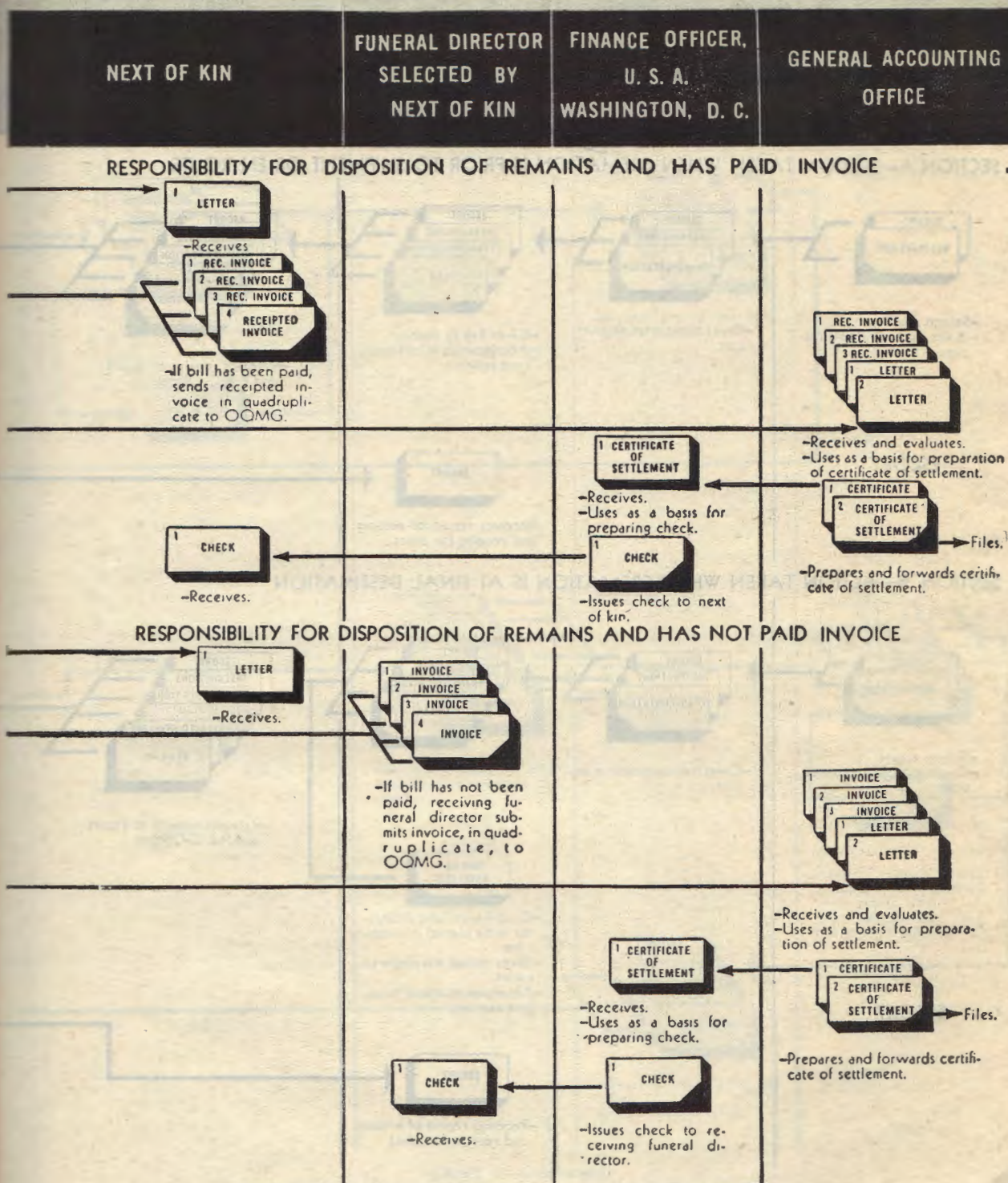


Chart 5—Continued.



## PROCEDURES WHEN NEXT OF

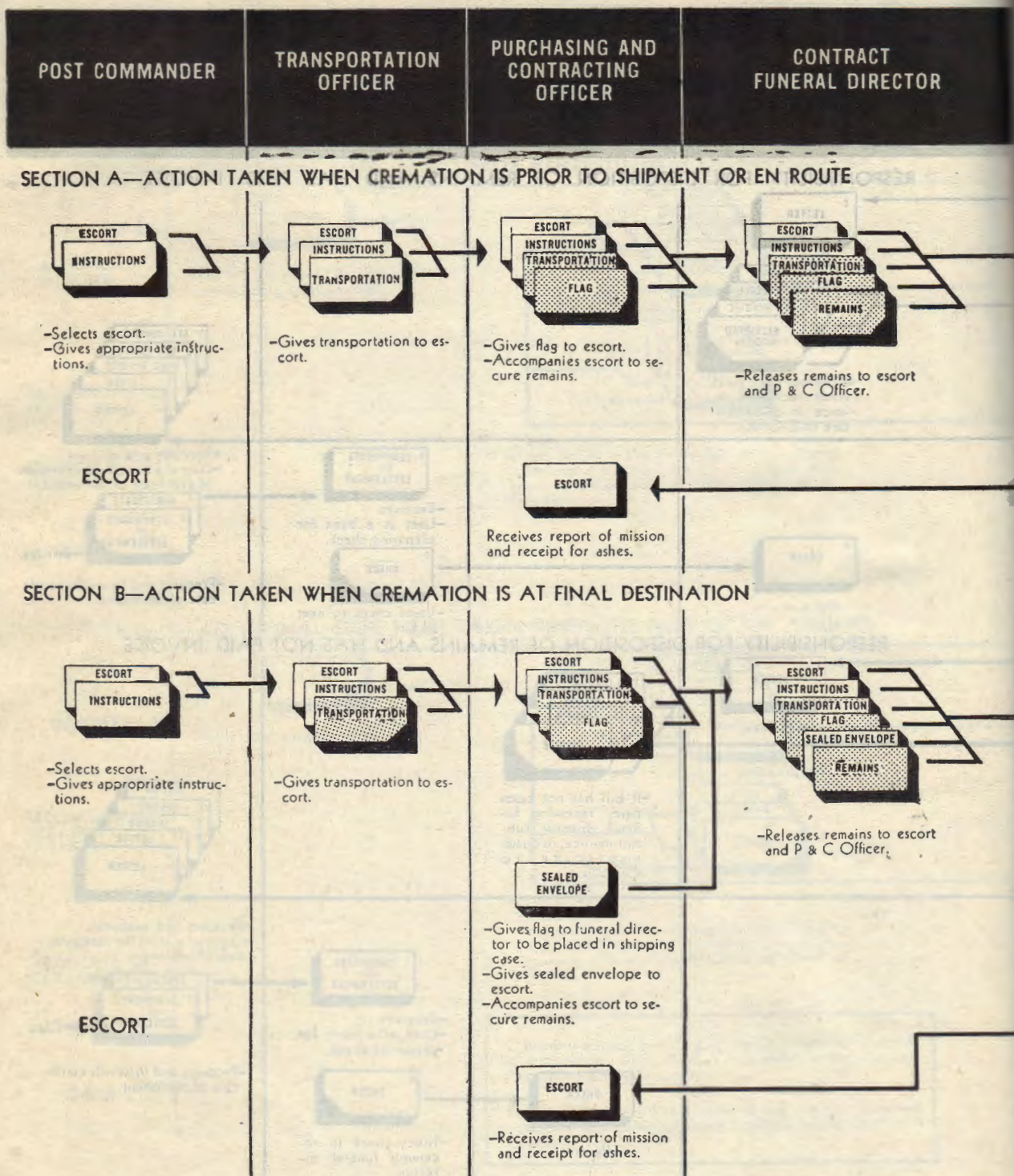


Chart 6. Procedures when next of kin requests cremation.



## KIN REQUESTS CREMATION

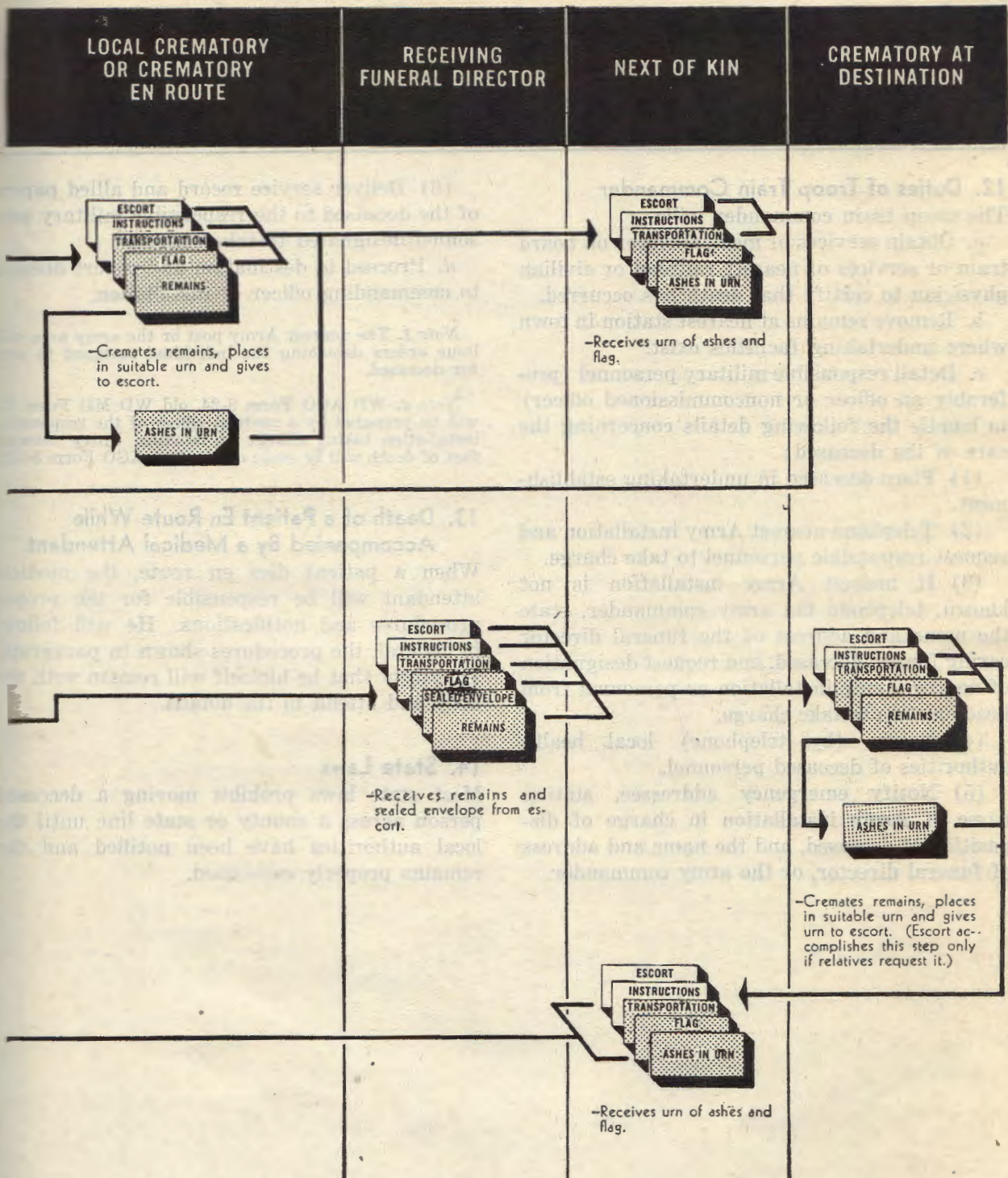


Chart 6—Continued.



## DECEASE ON TROOP TRAINS

**12. Duties of Troop Train Commander**

The troop train commander will:

a. Obtain services of medical officer on board train or services of nearest railroad or civilian physician to certify that death has occurred.

b. Remove remains at nearest station in town where undertaking facilities exist.

c. Detail responsible military personnel (preferably an officer or noncommissioned officer) to handle the following details concerning the care of the deceased:

(1) Place deceased in undertaking establishment.

(2) Telephone nearest Army installation and request responsible personnel to take charge.

(3) If nearest Army installation is not known, telephone the army commander, state the name and address of the funeral director caring for the deceased, and request designation of nearby Army installation or personnel from headquarters to take charge.

(4) Notify (by telephone) local health authorities of deceased personnel.

(5) Notify emergency addressee, stating name of Army installation in charge of disposition of deceased, and the name and address of funeral director, or the army commander.

(6) Deliver service record and allied papers of the deceased to the responsible military personnel designated to take charge.

d. Proceed to destination and report deceased to commanding officer of installation.

*Note 1.* The nearest Army post or the army area will issue orders detaching the individual assigned to care for deceased.

*Note 2.* WD AGO Form 8-24, old WD MD Form 52 will be prepared by a medical officer of the responsible installation taking charge of remains. Entry showing fact of death will be made on the WD AGO Form 8-122.

**13. Death of a Patient En Route While Accompanied By a Medical Attendant**

When a patient dies en route, the medical attendant will be responsible for the proper procedures and notifications. He will follow, in general, the procedures shown in paragraph 12, except that he himself will remain with the body and attend to the details.

**14. State Laws**

Most state laws prohibit moving a deceased person across a county or state line until the local authorities have been notified and the remains properly embalmed.



Chart 7

## INITIAL NOTIFICATIONS REQUIRED FOR

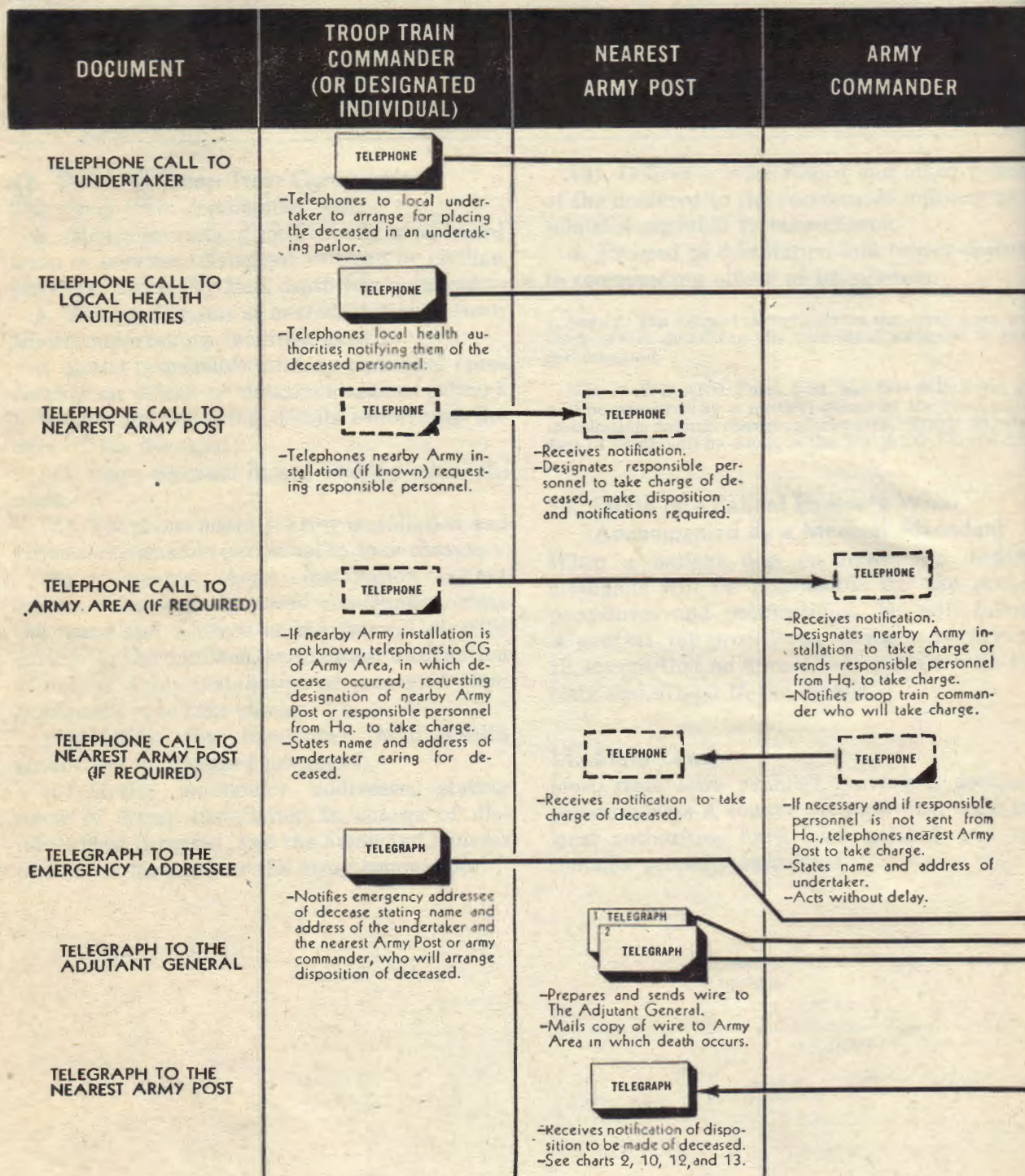


Chart 7. Initial notifications required for death occurring on troop train.



# DEATH OCCURRING ON TROOP TRAINS

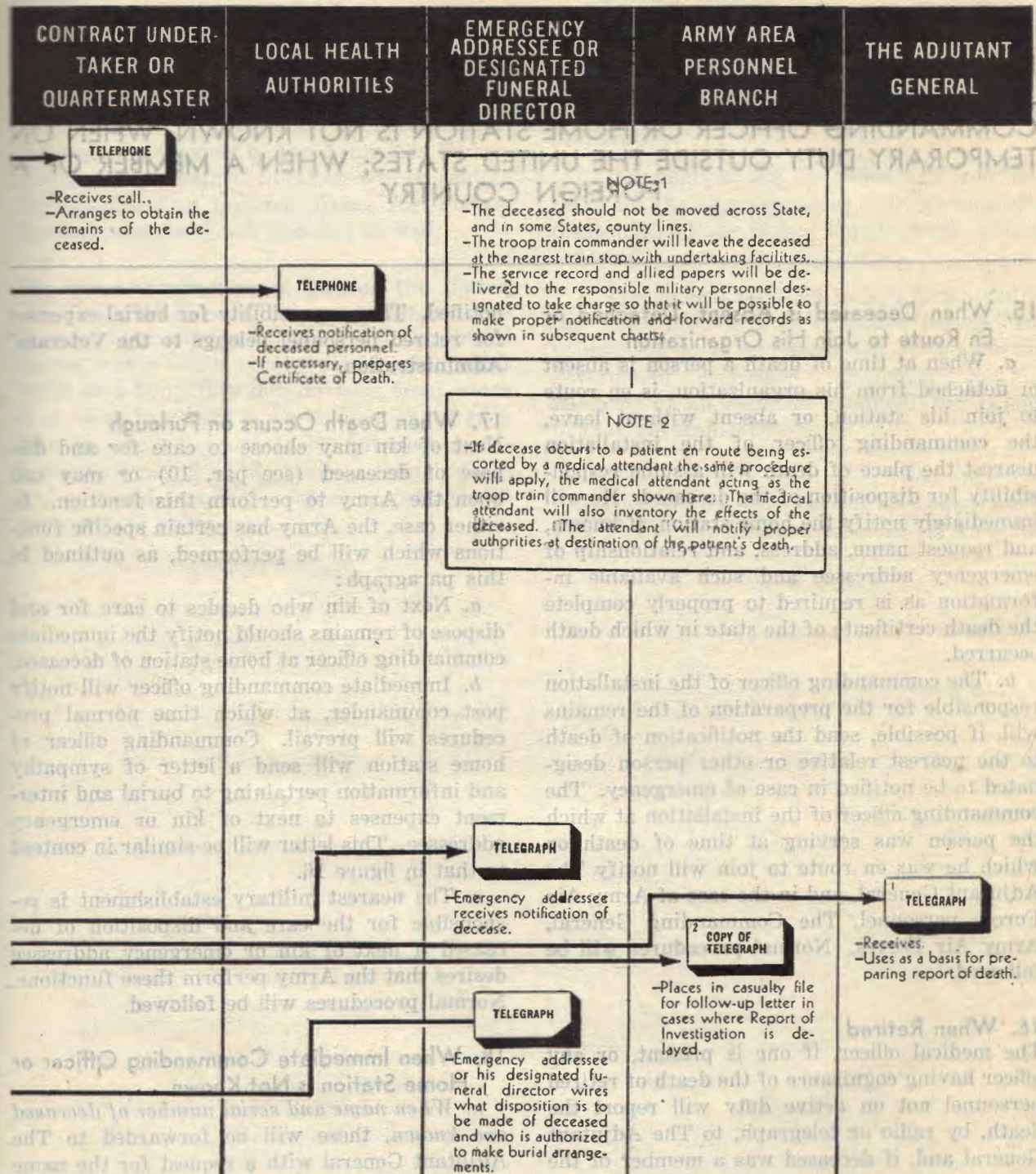


Chart 7—Continued.



## PROCEDURES WHEN DECEASED IS ABSENT, DETACHED, OR EN ROUTE TO JOIN HIS ORGANIZATION; RETIRED; ON FURLOUGH; WHEN IMMEDIATE COMMANDING OFFICER OR HOME STATION IS NOT KNOWN; WHEN ON TEMPORARY DUTY OUTSIDE THE UNITED STATES; WHEN A MEMBER OF A FOREIGN COUNTRY

### 15. When Deceased is Absent, Detached or En Route to Join His Organization

a. When at time of death a person is absent or detached from his organization, is en route to join his station, or absent without leave, the commanding officer of the installation nearest the place of death will assume responsibility for disposition of the deceased. He will immediately notify the home station, if known, and request name, address, and relationship of emergency addressee and such available information as is required to properly complete the death certificate of the state in which death occurred.

b. The commanding officer of the installation responsible for the preparation of the remains will, if possible, send the notification of death to the nearest relative or other person designated to be notified in case of emergency. The commanding officer of the installation at which the person was serving at time of death or which he was en route to join will notify The Adjutant General, and in the case of Army Air Forces personnel, The Commanding General, Army Air Forces. Normal procedures will be followed.

### 16. When Retired

The medical officer, if one is present, or any officer having cognizance of the death of retired personnel not on active duty will report the death, by radio or telegraph, to The Adjutant General and, if deceased was a member of the Air Forces, to the Commanding General, Army Air Forces. The report will include the date, place, and cause of death, and a statement as to whether or not the nearest relative has been

notified. The responsibility for burial expenses for retired personnel belongs to the Veterans' Administration.

### 17. When Death Occurs on Furlough

Next of kin may choose to care for and dispose of deceased (see par. 10) or may call upon the Army to perform this function. In either case, the Army has certain specific functions which will be performed, as outlined in this paragraph:

a. Next of kin who decides to care for and dispose of remains should notify the immediate commanding officer at home station of deceased.

b. Immediate commanding officer will notify post commander, at which time normal procedures will prevail. Commanding officer of home station will send a letter of sympathy and information pertaining to burial and interment expenses to next of kin or emergency addressee. This letter will be similar in content to that in figure 16.

c. The nearest military establishment is responsible for the care and disposition of deceased if next of kin or emergency addressee desires that the Army perform these functions. Normal procedures will be followed.

### 18. When Immediate Commanding Officer or Home Station is Not Known

a. When name and serial number of deceased are known, these will be forwarded to The Adjutant General with a request for the name of the home station and the name and address of the emergency addressee of the deceased.

b. When name and serial number are not known, fingerprints for identification purposes



will be taken and sent by fastest means possible to the Federal Bureau of Investigation, Washington, D. C. Attention: Identification Section, with a request for identification. When identification has been confirmed by the Federal Bureau of Investigation, The Adjutant General will be requested to furnish the home station and emergency addressee of the deceased. In the case of personnel of the Army Air Forces, a copy of the death notification will be sent to the Commanding General, Army Air Forces. Normal procedures will then be followed.

#### 19. When Death Occurs Outside the United States While on a Temporary Duty Mission

In case of personnel stationed within the United States whose death occurs outside the States while on a temporary duty mission from which they were to return upon completion of such mission, the procedure to be followed by the home station will be the same as though death had occurred within the States so far as such procedure is practicable.

#### 20. When Deceased is a Member of a Foreign Country

Deceased personnel of other countries who were attached, assigned, or attached unassigned to United States military installations will be cared for in the following manner:

- a. Remains will be sent to an undertaker for preparation.
- b. Information will be requested from the Office of The Quartermaster General as to the disposition of the body. (Instructions will be followed.)
- c. The undertaker's bill will be forwarded to the Office of The Quartermaster General for transmittal to a representative of the foreign government concerned. (Responsibility for payment of all expenses incurred will belong to that government.)

Note. WD AGO Form 8-24 (old WD MD Form 52) will be prepared, and fact of death will be entered on WD AGO Form 8-122, in accordance with AR 40-1025 and AR 40-1080.



## SECTION V

### PROCEDURES IN EMERGENCIES OR MAJOR DISASTERS

#### 21. Responsibility When An Emergency Occurs Away From Post

a. Ordinarily the military establishment nearest to the scene of the emergency is responsible for the care of injured and the disposition of deceased. There are emergencies, however, where other than the nearest military establishment first receives word from civilian authorities concerning the emergency, in which case the commanding officer who first receives word is responsible for the care of the injured and disposition of deceased.

b. The commanding officer of the installation that first receives word of the emergency is responsible for the care of injured and the disposition of deceased until the personnel of the installation designated by the army headquarters arrive to perform these duties.

#### 22. Duties of Commanding Officer of Installation First Receiving Word of Disaster or Emergency

The commanding officer of the installation that first receives word of the emergency immediately will take the following actions:

a. Dispatch appropriate personnel, including the supervisor of mortuary operations, to the scene of the emergency.

b. Notify, by fastest means of communication, the army commander, recommending any one of the following actions, whichever is applicable:

(1) That responsibility for care of injured and disposition of deceased be transferred to an installation nearer the scene of the emergency.

(2) That assistance be rendered reporting installation by a nearby installation or from the headquarters of the army area.

(3) That reporting installation is fully capable of coping with the emergency.

c. Notify immediately, in case of an Army Air Force aircraft accident, the commander of the nearest Army Air Forces installation.

#### 23. Duties of Army Commander in an Emergency

The army commander—

a. Designates the installation that is responsible for the care of injured and the disposition of the deceased.

*Note. Prior Planning.* The army commander submits to the Office of The Quartermaster General, Memorial Division, Washington, D. C., a plan of his key installations designated to take charge in case of emergencies or major disasters. These key installations will be responsible for the care of the injured and the disposition of the deceased within their designated zone. Any change in plan or key installation will be submitted immediately to the Memorial Division by overlay or letter.

b. Designates that assistance, as required, will be rendered by nearby installation to responsible installation.

c. Orders, when required, his director of mortuary operations and staff to proceed by fastest means of travel to scene of emergency to supervise recovery, identification, and disposition of remains.

#### 24. Duties of Director and/or Supervisor of Mortuary Operations or Personal Affairs Officer at Scene of Emergency or Disaster

The director and/or supervisor of mortuary operations or personal affairs officer arrives at scene of emergency with qualified staff, as required, including a medical officer, purchasing and contracting officer, fingerprint expert, public relations officer, and steno-typist(s), and directs mortuary operations, including the following:

a. Establishes military guard if required.

b. Cares for injured and sends hospital cases to the hospital.



c. Removes deceased to contract funeral director if available, or to other competent funeral director(s), and authorizes embalming.

d. When inquests are required or authorized by state laws in cases involving accidental death, gives coroner every reasonable opportunity to examine the body, either *before* or *after* its removal to a military hospital, or elsewhere, provided the examination will not jeopardize the security of military information or interfere with the official duties of the military personnel. The body will *not* be held *uncared for* at the scene of the accident pending the arrival of the coroner and the completion of the inquest.

e. Identifies deceased personnel by personal identification; identification tags; personal effects including photographs, rings, wallets, cards or letters; personal characteristics, such as dental charts or known body marks; fingerprints, which will be taken and submitted to the Federal Bureau of Investigation, Washington, D. C., Attention: Identification Section, by fastest means of communication; or other information secured from home station, including (if aircraft accident) names and serial numbers of crew and passengers on mission. Unidentified remains will be taken care of in accordance with paragraph 26.

f. Immediately following identification, secures from home station necessary information pertaining to next of kin or emergency addressee. (See chart 8.)

g. When Army Air Force aircraft is involved, gives all possible assistance to Air Forces personnel whose duty it is to make an investigation.

## 25. Further Duties of Staff Handling Emergency

The staff handling the emergency must perform duties elsewhere than at the scene of the accident, including the following:

a. Secures the aid of a funeral director best able to cope with the emergency. However, when immediate needs do not preclude a choice, the selection of the establishment should parallel selection of a Uniform Burial Contract funeral director. When necessary, authorizes

removal of remains to better equipped mortuary, or secures additional mortician services. Payment for such services already performed will be authorized. Discretion will be exercised in dealing with local funeral directors.

*Note.* Under no circumstances will remains be removed to home station for preparation by the station contract funeral director, nor will they be removed to the home station for autopsy when cause of death is known and established by death certificate, coroner's findings, or other positive evidence.

b. Inspects local funeral director's stock of caskets and metal liners and prescribes use of caskets and metal liners in accordance with Uniform Burial Contract specifications. Assists local funeral director in securing caskets and liners if not available locally.

c. Makes inspections required in AR 30-1820 and AR 40-590.

*Note.* Clothing may be purchased when required to clothe remains. When remains are mutilated, such remains will be wrapped in suitable cloth material and uniform placed on top of remains.

d. Arranges for notifications, transportation, letter of sympathy, disposition of effects, selection of escort, and other related responsibilities as outlined in sections 2 and 6 of this manual. (See chart 8.)

(e). Assumes responsibility until next of kin takes charge (if emergency addressee or next of kin elects to take charge of remains). See paragraph 10.

f. Insures that WD AGO Form 8-24 (old WD MD Form 52) is prepared and that entry showing fact of death is made on WD AGO Form 8-122.

## 26. Procedures When Remains Are Unidentified

a. Remove remains and dismembered portions to undertaking establishment for preservation and preparation.

b. Segregate portions that offer any possibility of identification.

c. Exhaust every means, including crew and passenger lists, for individual identification, in accordance with paragraph 24d. **UNDER NO CIRCUMSTANCES WILL UNIDENTIFIED REMAINS BE APPORTIONED TO THE NUMBER OF DECEASED AND SHIPPED TO THE NEXT OF KIN AS IDENTIFIED REMAINS.**



d. Authorize a casket with a metallic liner for each partial body, head, or skull, with such anatomical parts as can be identified as belonging to the same body.

*Note.* When portions of mutilated remains have been identified and consigned to the next of kin at final destination, UNDER NO CIRCUMSTANCES will subsequently identified portions of the same mutilated remains be disposed of, nor will information regarding the identity of such portion be released until full instructions are obtained from the Office of The Quartermaster General.

e. Authorize one or more caskets with metallic liners, as required, for the remaining dismembered portions. The amount placed in a casket should have the weight of an average body (175 pounds).

f. (1) Mark each casket containing 1 unidentified remains with an X- number (X-1 for first unidentified remains, X-2 for second unidentified remains).

(2) Where more than one remains is placed in one casket, mark the casket with an X followed by the number of remains. A casket marked "Unknown X-3-7" means that there are five unknown remains within (X-3, X-4, X-5, X-6, and X-7).

g. Notify The Quartermaster General of inability to establish identification of remains, and request designation of national cemetery to which remains will be shipped. Include the

following information in this notification:

(1) Number of unidentified deceased.

(2) Names and serial numbers of deceased if available from home station.

(3) Date, place, and cause of death.

h. Receive designation of national cemetery and notify superintendent of national cemetery approximate date, time of arrival of remains, and number of caskets. Request day and hour when services may be held.

i. Arrange for escorts, transportation, and disposition of effects in accordance with normal procedures.

j. Notify all next of kin or emergency addressees as soon as it has been positively established that remains are unidentifiable. This notification will contain a brief statement that remains are not identifiable, and that remains will be buried in (name) National Cemetery; will request telegraphic reply as to whether or not next of kin will attend interment at (name) National Cemetery; and make known to the next of kin that the Government has no provisions to pay their expenses to attend the interment. (See fig. 17.)

k. Notify superintendent of national cemetery when the remains are to be shipped, when they are due to arrive at the cemetery, and what relatives, if any, will attend the funeral. (See fig. 18.)



Chart 8

## NOTIFICATIONS FOR DECEASE DUE TO

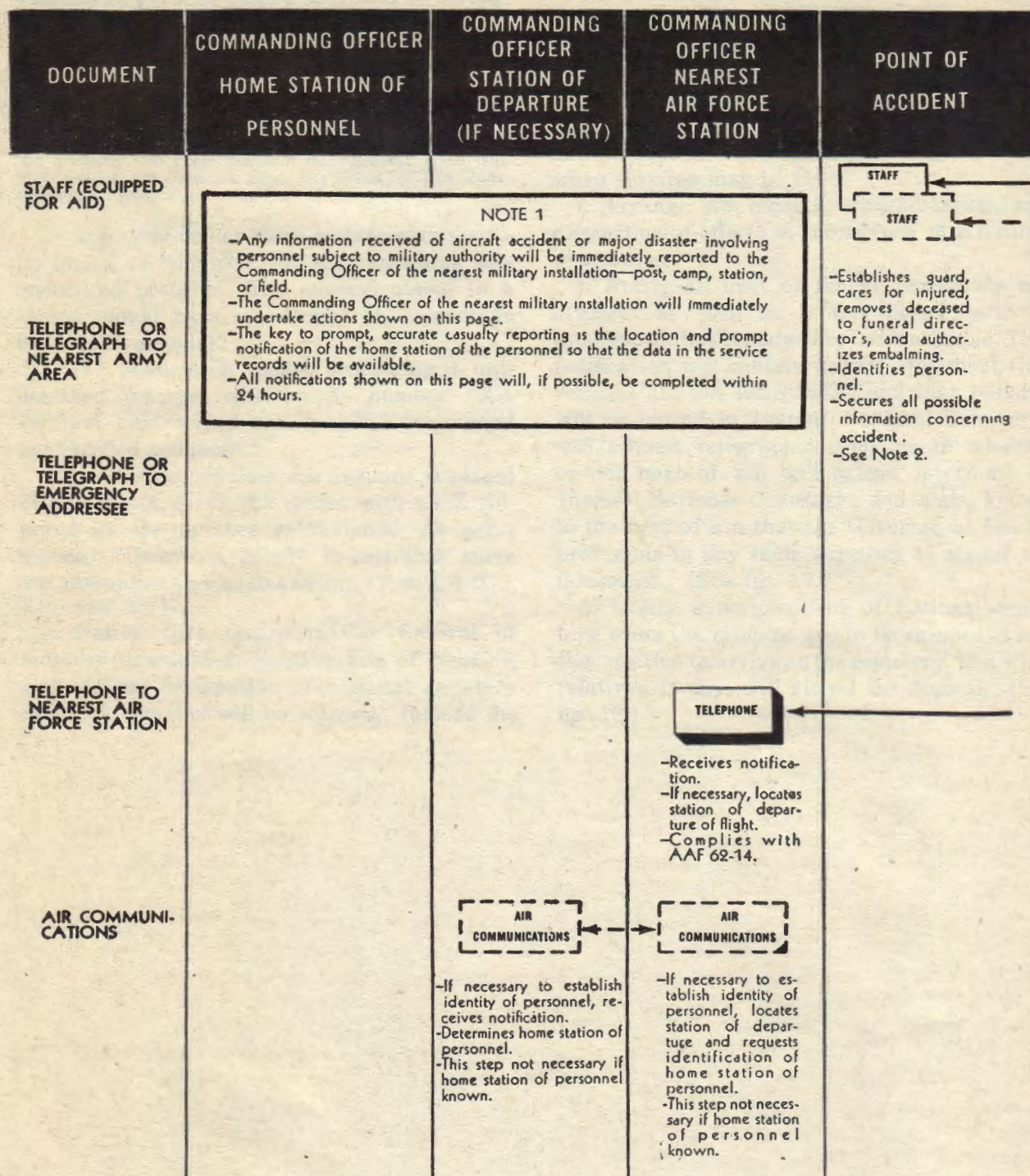


Chart 8. Notification required for decease due to aircraft accident or major disaster.



# AIRCRAFT ACCIDENT OR OTHER MAJOR DISASTER

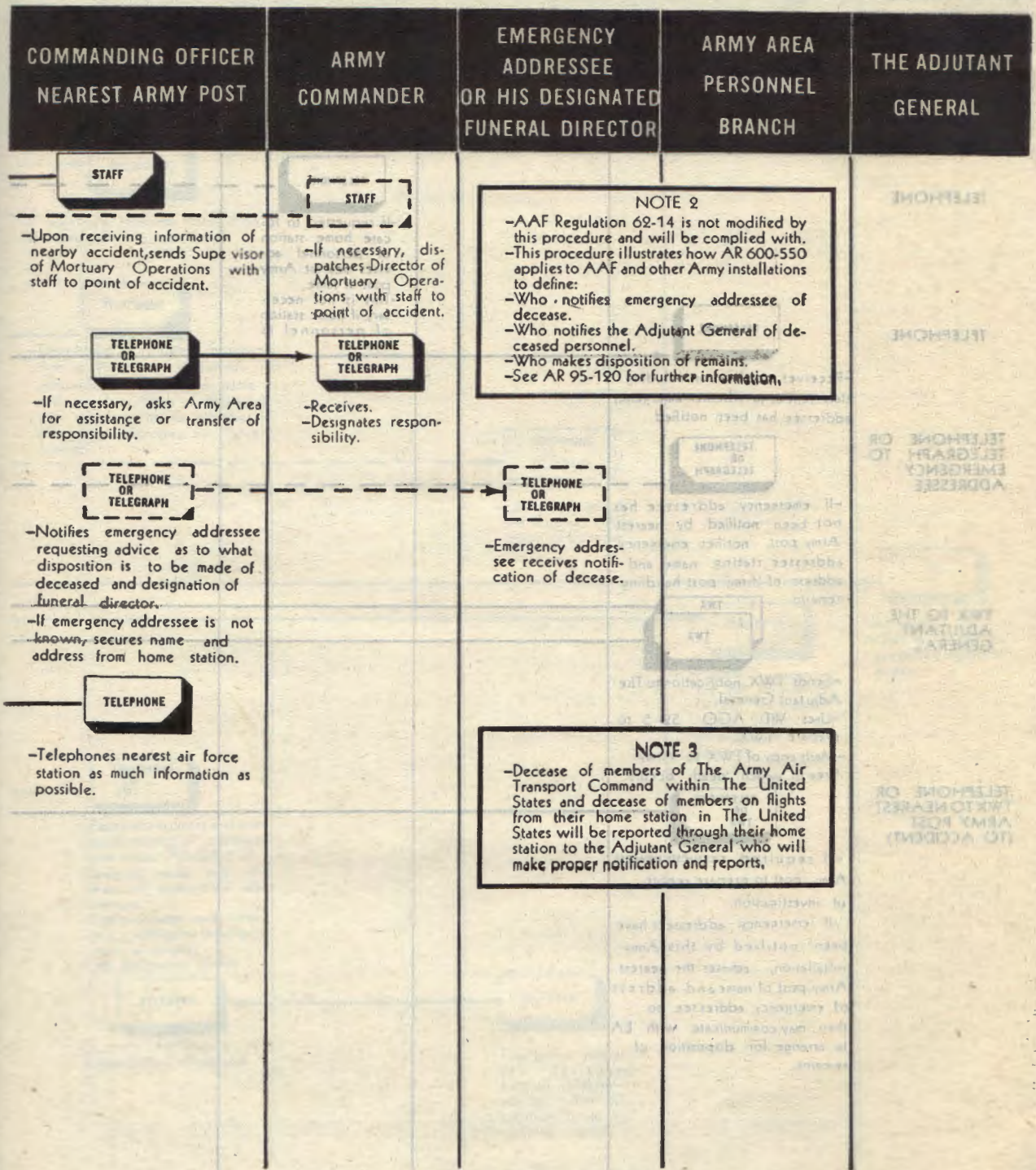


Chart 8—Continued.



Chart 8 continued

## NOTIFICATIONS FOR DECEASE DUE TO

| DOCUMENT  | COMMANDING OFFICER<br>HOME STATION OF<br>PERSONNEL   | COMMANDING<br>OFFICER<br>STATION OF<br>DEPARTURE<br>(IF NECESSARY) | COMMANDING<br>OFFICER<br>NEAREST<br>AIR FORCE<br>STATION   | POINT OF<br>ACCIDENT |
|---|--|--|--|----------------------|
| TELEPHONE   |  |  | TELEPHONE<br>-If requested to locate home station of personnel advises nearest Army post of same.<br>-This is not necessary if home station of personnel is known. |                      |
| TELEPHONE   | TELEPHONE<br>-Receives notification including statement as to whether emergency addressee has been notified.   |  |  |                      |
| TELEPHONE OR TELEGRAPH<br>EMERGENCY ADDRESSEE             | TELEPHONE OR TELEGRAPH<br>-If emergency addressee has not been notified by nearest Army post, notifies emergency addressee stating name and address of Army post handling remains.   |  |  |                      |
| TWX TO THE<br>ADJUTANT<br>GENERAL                         | 1 TWX<br>2 TWX<br>-Sends TWX notification to The Adjutant General.<br>-Uses WD AGO 52-5 to prepare TWX.<br>-Mails copy of TWX to Army Area in which death occurs.  |  |  |                      |
| TELEPHONE OR TWX TO NEAREST<br>ARMY POST<br>(TO ACCIDENT) | TELEPHONE OR TWX<br>-If required, requests nearest Army post to prepare report of investigation.<br>-If emergency addressees have been notified by this Army installation, advises the nearest Army post of name and address of emergency addressee so they may communicate with EA to arrange for disposition of remains. |  |  |                      |

Chart 8—Continued.



## AIRCRAFT ACCIDENT OR OTHER MAJOR DISASTER

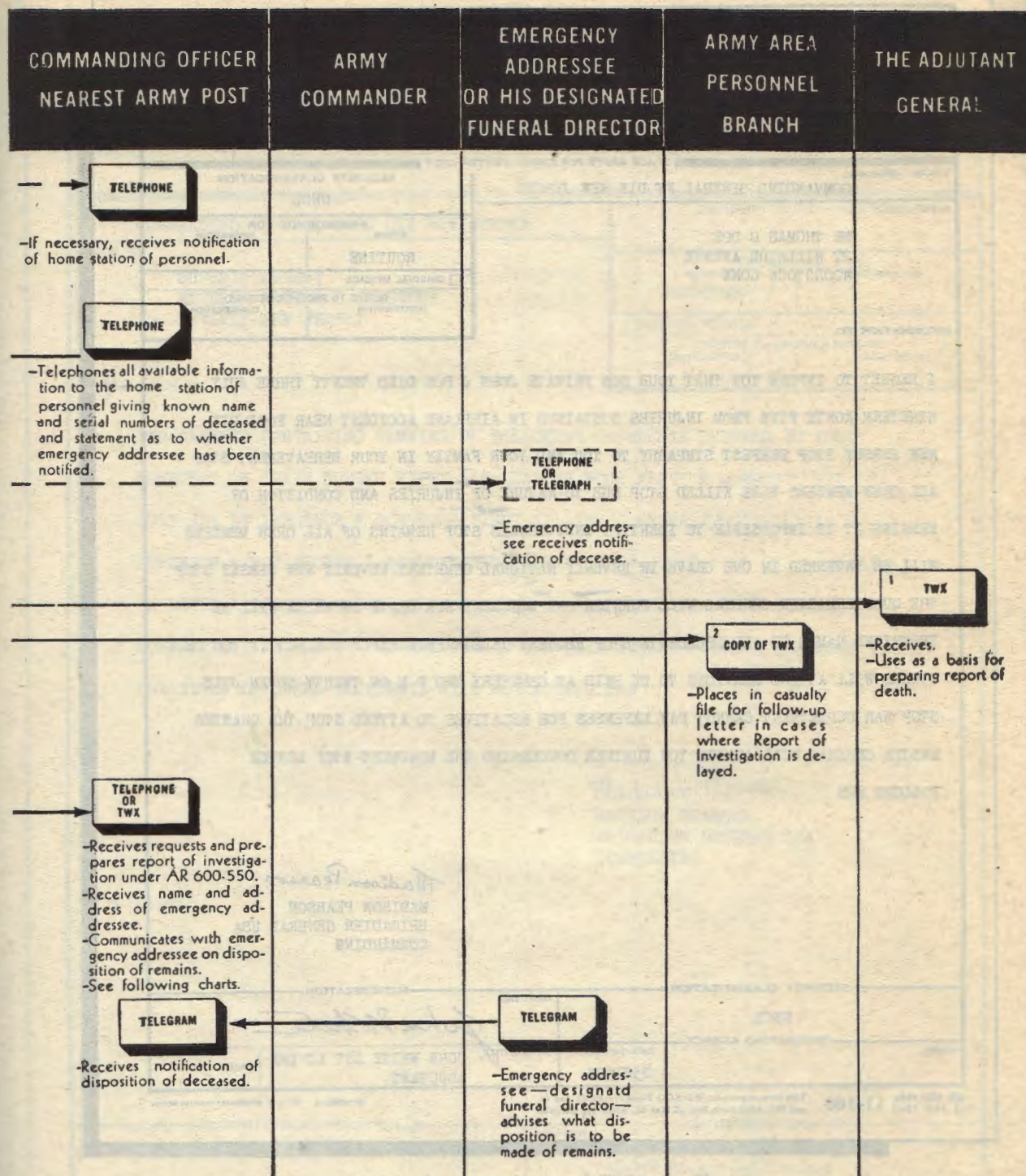


Chart 8—Continued.



| MESSAGEFORM  |                                | MESSAGE CENTER No.                                      | TRANSMITTING MEANS  | CRYPTOGRAPH OR CLEAR TEXT |                       |
|--|--------------------------------|---|---|---------------------------|-----------------------|
| CALLS<br><br>V   | STA. REP. No.<br><br>NR        | PRECEDENCE  | TRANSMISSION INSTRUCTIONS                                       | ORIGINATOR                | DATE-TIME GROUP       |
| ACTION   | INFORMATION                    | EXEMPT  | OPERATING SIGNALS   |                           | GROUP COUNT<br><br>BB |
| SPACE ABOVE FOR SIGNAL CENTER ONLY   |                                |   |   |                           |                       |
| FROM: (Originator)<br><br>COMMANDING GENERAL FT DIX NEW JERSEY   |                                |   | SECURITY CLASSIFICATION<br><br>UNCL                             |                           |                       |
| ACTION TO:<br><br><ul style="list-style-type: none"> <li>• MR THOMAS C DOE</li> <li>• 27 HILLSIDE AVENUE</li> <li>• WOODSTOCK CONN</li> </ul>  |                                |   | PRECEDENCE FOR  |                           |                       |
|  |                                |   | ACTION      INFORMATION   |                           |                       |
|  |                                |   | ROUTINE   |                           |                       |
| INFORMATION TO:  |                                |   | <input type="checkbox"/> ORIGINAL MESSAGE                       |                           |                       |
|  |                                |   | REFERS TO ANOTHER MESSAGE<br>IDENTIFICATION      CLASSIFICATION |                           |                       |
| <p>I REGRET TO INFORM YOU THAT YOUR SON PRIVATE JOHN J DOE DIED TWENTY THREE JULY NINETEEN FORTY FIVE FROM INJURIES SUSTAINED IN AIRPLANE ACCIDENT NEAR FORT DIX NEW JERSEY STOP DEEPEST SYMPATHY TO YOU AND YOUR FAMILY IN YOUR BEREAVEMENT STOP ALL CREW MEMBERS WERE KILLED STOP DUE TO NATURE OF INJURIES AND CONDITION OF REMAINS IT IS IMPOSSIBLE TO IDENTIFY INDIVIDUALS STOP REMAINS OF ALL CREW MEMBERS WILL BE INTERRED IN ONE GRAVE IN BEVERLY NATIONAL CEMETERY BEVERLY NEW JERSEY STOP THE QUARTERMASTER GENERAL WILL FURNISH ONE MONUMENT FOR GRAVE ON WHICH WILL BE INSCRIBED NAMES OF ALL DECEDENTS STOP REQUEST TELEGRAPHIC REPLY COLLECT IF YOU OR OTHERS WILL ATTEND SERVICES TO BE HELD AT CEMETERY TWO P M ON TWENTY SEVEN JULY STOP WAR DEPARTMENT CANNOT PAY EXPENSES FOR RELATIVES TO ATTEND STOP THE QUARTERMASTER GENERAL WILL ADVISE YOU FURTHER CONCERNING THE MONUMENT STOP LETTER FOLLOWS END</p> <div style="text-align: right; margin-top: 20px;"> <i>Madison Pearson</i><br/> MADISON PEARSON<br/> BRIGADIER GENERAL USA<br/> COMMANDING </div> |                                |   |   |                           |                       |
| SECURITY CLASSIFICATION<br><br>UNCL  |                                |   | AUTHORIZATION   |                           |                       |
| ORIGINATING AGENCY   |                                |   | SIGNATURE<br><br><i>John White</i>                              |                           |                       |
| SYMBOL   | DATE-TIME GROUP<br><br>252100Z | OFFICIAL TITLE<br><br>JOHN WHITE 1ST LT-INF<br>ADJUTANT |   | PAGE      OF              |                       |

WD AGO FORM 11-168 10 JUN 1945      This form supersedes WD AGO Form 11-168, 23 Aug 44, and WD AGO Form 801, 12 Mar 43, which are obsolete.      16-45801-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 17. Telegram for group burial.



|  |                            |   |   |                           |                 |
|--|----------------------------|---|---|---------------------------|-----------------|
| <b>MESSAGEFORM</b>   |                            | MESSAGE CENTER NO.                                | TRANSMITTING MEANS  | CRYPTOGRAPH OR CLEAR TEXT |                 |
| CALLS<br>V   | STA. SEC. NO.<br>NR        | PRECEDENCE  | TRANSMISSION INSTRUCTIONS   | ORIGINATOR                | DATE-TIME GROUP |
| ACTION   | INFORMATION                | EXEMPT  | OPERATING SIGNALS   | GROUP COUNT<br>01         |                 |
| SPACE ABOVE FOR SIGNAL CENTER ONLY   |                            |   |   |                           |                 |
| FROM: (Originator)<br>COMMANDING GENERAL FORT DIX NEW JERSEY   |                            |   | SECURITY CLASSIFICATION   |                           |                 |
| ACTION TO:   |                            |   | PRECEDENCE FOR  |                           |                 |
| <ul style="list-style-type: none"> <li>SUPERINTENDENT</li> <li>BEVERLY NATIONAL CEMETERY</li> <li>BEVERLY NEW JERSEY</li> </ul>  |                            |   | ACTION<br>ROUTINE   |                           |                 |
| INFORMATION TO:  |                            |   | <input type="checkbox"/> ORIGINAL MESSAGE<br>REFERS TO ANOTHER MESSAGE<br>IDENTIFICATION CLASSIFICATION |                           |                 |
| <p>TWO CASKETS CONTAINING REMAINS OF FOLLOWING DECEDENTS SHIPPED TO YOUR CEMETERY ON TRAIN NUMBER FIFTY SIX LEAVING FOUR FIFTY P M TWENTY SIX JULY 1st LT LAWRENCE F SCHIRMER T/SGT WILLIAM J KOGER T/SGT WILLIAM H EPPERSON S/SGT GEORGE L SIMMONS AND PRIVATE JOHN J DOE STOP DUE TO ARRIVE 7N BEVERLY EIGHT P M STOP THOMAS C DOE 27 HILLSIDE AVENUE WOODSTOCK CONNECTICUT FATHER OF PRIVATE JOHN J DOE WILL ATTEND FUNERAL SERVICES STOP RELATIVES OF OTHER DECEDENTS WILL NOT ATTEND END</p> <p style="text-align: right;"> <i>Madison Pearson</i><br/>           MADISON PEARSON<br/>           BRIGADIER GENERAL USA<br/>           COMMANDING         </p> |                            |   |   |                           |                 |
| SECURITY CLASSIFICATION<br>UNCL  |                            |   | AUTHORIZATION   |                           |                 |
| ORIGINATING AGENCY   |                            |   | SIGNATURE<br><i>John Jones</i>  |                           |                 |
| SYMBOL   | DATE-TIME GROUP<br>251100Z | OFFICIAL TITLE<br>JOHN JONES CAPT INF<br>ADJUTANT | PAGE OF   |                           |                 |

WD AGO FORM 11-168  
15 JUN 1945

This form supersedes WD AGO Form 11-168, 23 Aug 44, and WD AGO Form 801, 12 Mar 43, which are obsolete.

16-48001-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 18. Telegram on group burial to superintendent of national cemetery.



# PROCEDURES FOR DISPOSITION OF UNIDENTIFIED REMAINS

Chart 9

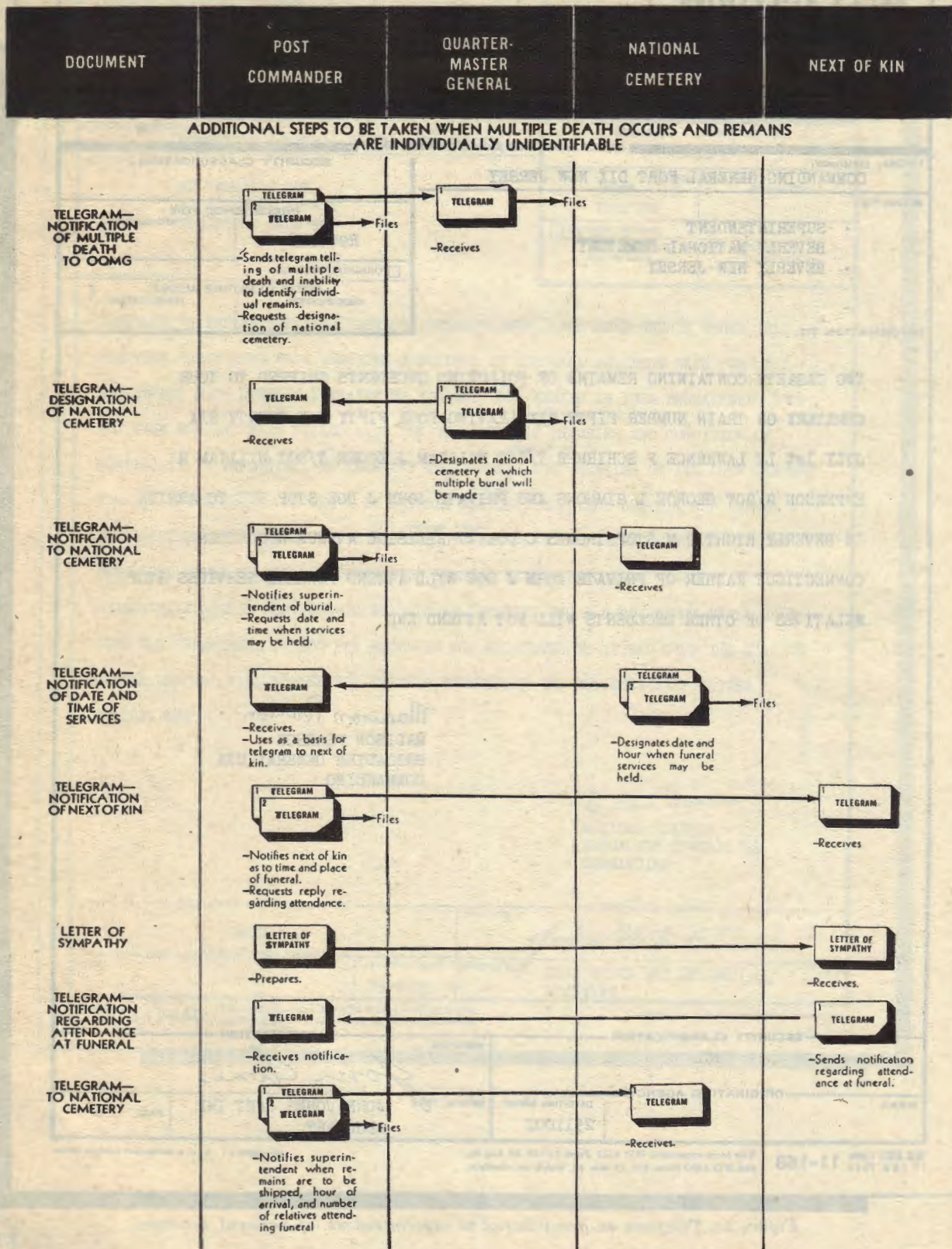


Chart 9. Procedures for disposition of unidentified remains.



## REPORTS OF INVESTIGATION

### 27. Appointment of Investigating Officer

The commanding officer may appoint a disinterested officer to investigate and report on the cause of death and the line of duty and conduct status of the deceased:

a. When death is suspected to be due to foul play, unnatural causes, misconduct, negligence or unknown causes.

b. When he disapproves the report of the medical officer relative to line of duty or misconduct status of deceased.

### 28. Preparation of Reports of Investigation

a. IMPORTANCE OF PROMPT COMPLETION. The importance of prompt completion and forwarding of the WD AGO Form 51 (Reports of Investigation) should be stressed. They should be forwarded within 5 days to the army commander who, in turn, will forward them to The Adjutant General. Until The Adjutant General receives the line of duty and conduct status of deceased, it is impossible to issue an official War Department Report of Death.

A delayed Report of Death will hold up payments of monies which may cause untold hardships to a widow or designated beneficiary.

b. DUTIES OF INVESTIGATING OFFICER. The investigating officer—

(1) Investigates circumstances of death.

(2) Secures (sworn) testimony of witnesses.

(3) Secures certificate of immediate commanding officer as to line of duty status of deceased.

(4) Secures medical diagnosis (report of autopsy).

(5) Secures transcript of coroner's findings (if inquest is held).

(6) Determines line of duty and conduct status of deceased.

(7) Prepares WD AGO Form 51 (fig. 19), from information above.

(8) Forwards report through the commanding officer to the army commander.

c. PREPARATION AND PROCESSING. Charts 10 and 11 illustrate the preparation and processing of the reports of investigation.



## PREPARING REPORTS

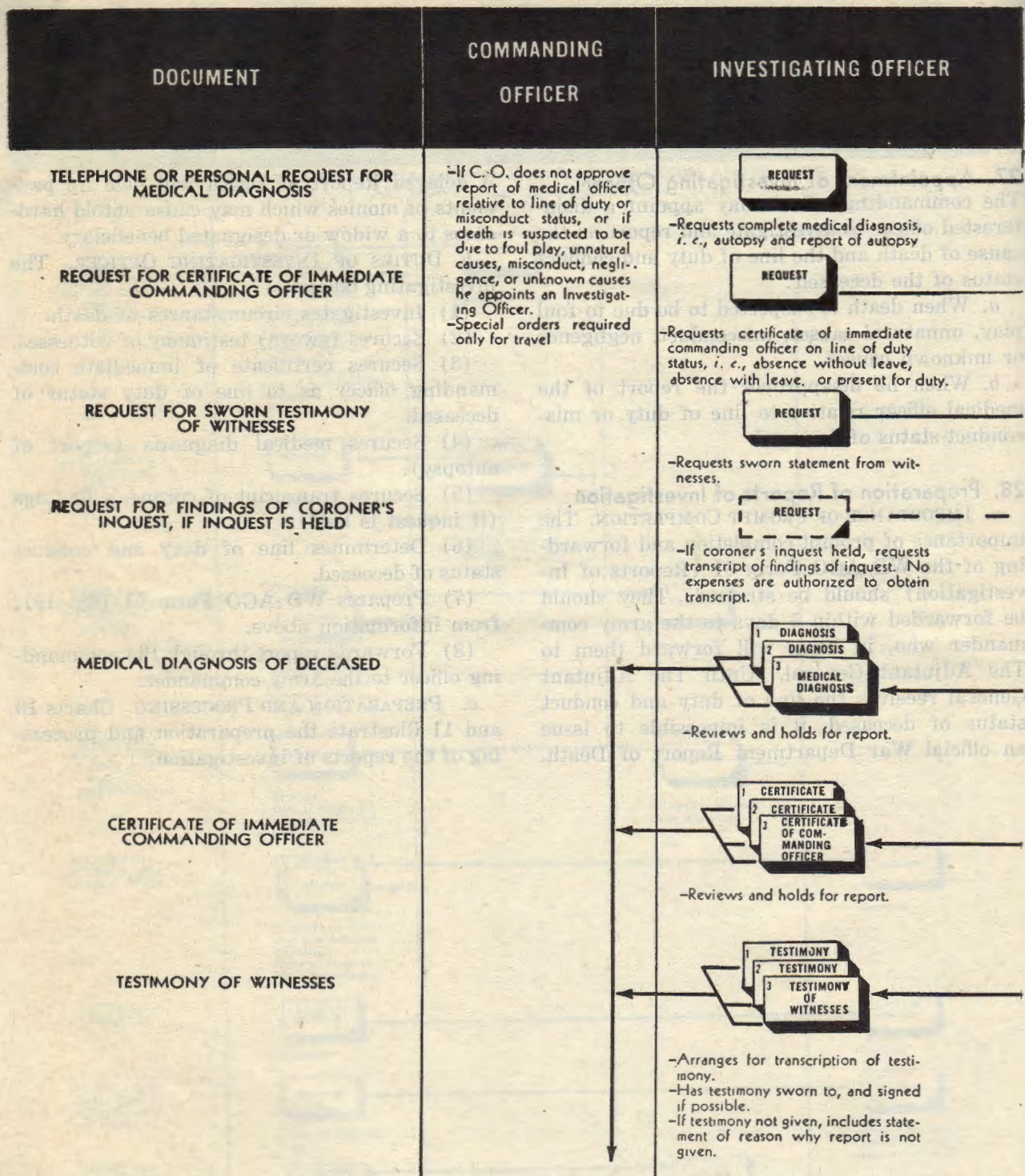


Chart 10. Preparing Reports of Investigation.



# OF INVESTIGATION

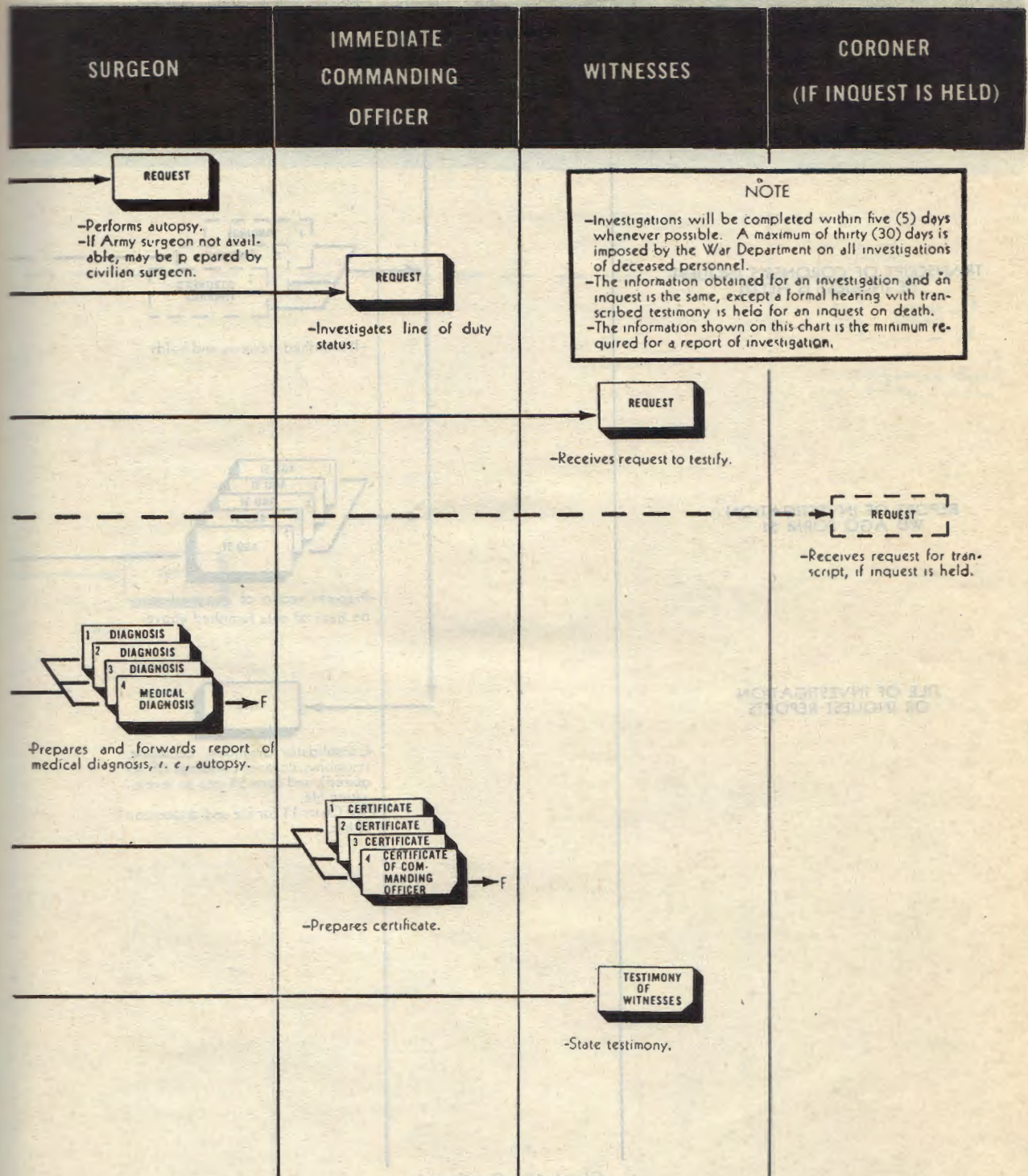


Chart 10—Continued.



# PREPARING REPORTS

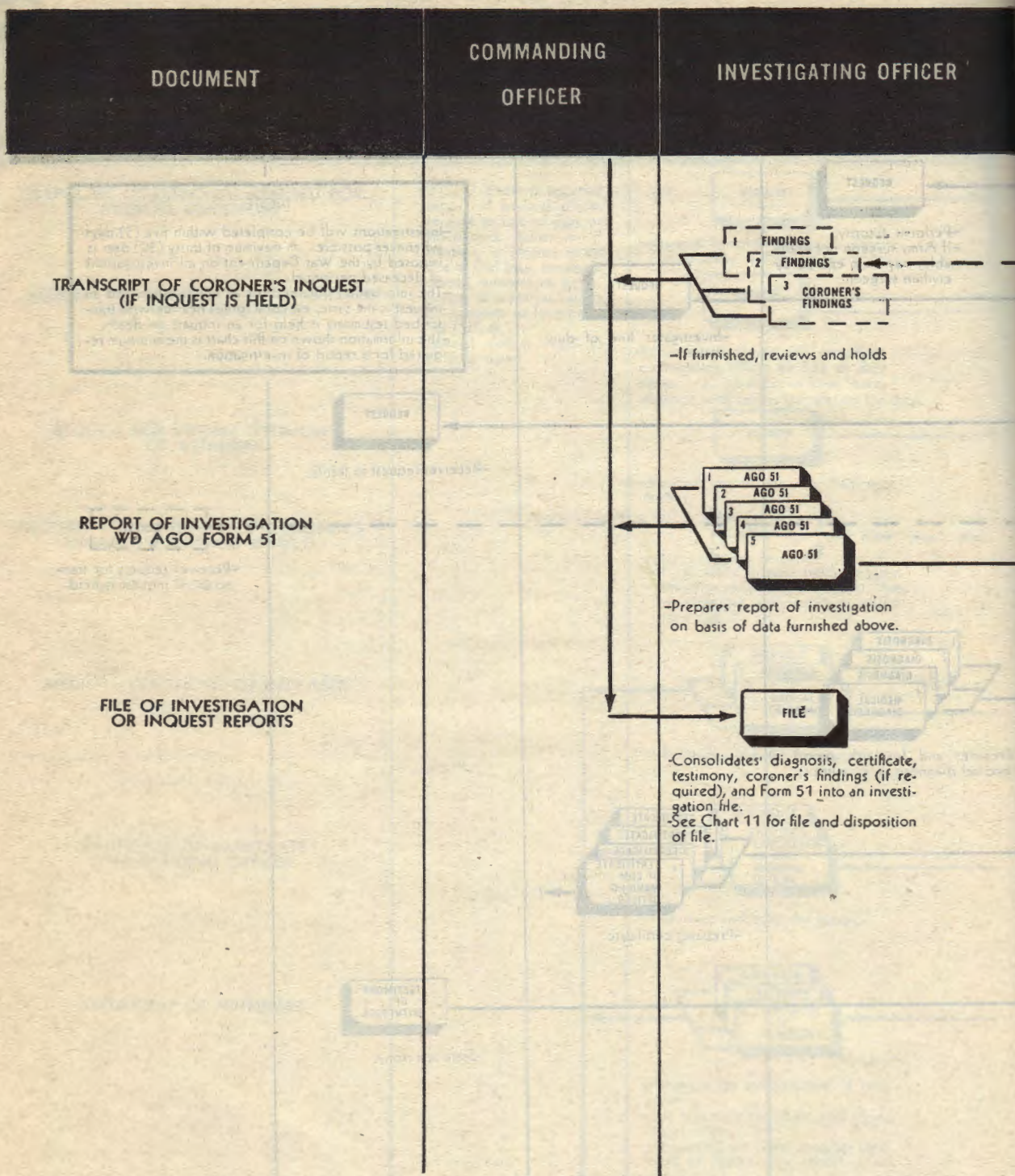


Chart 10—Continued.

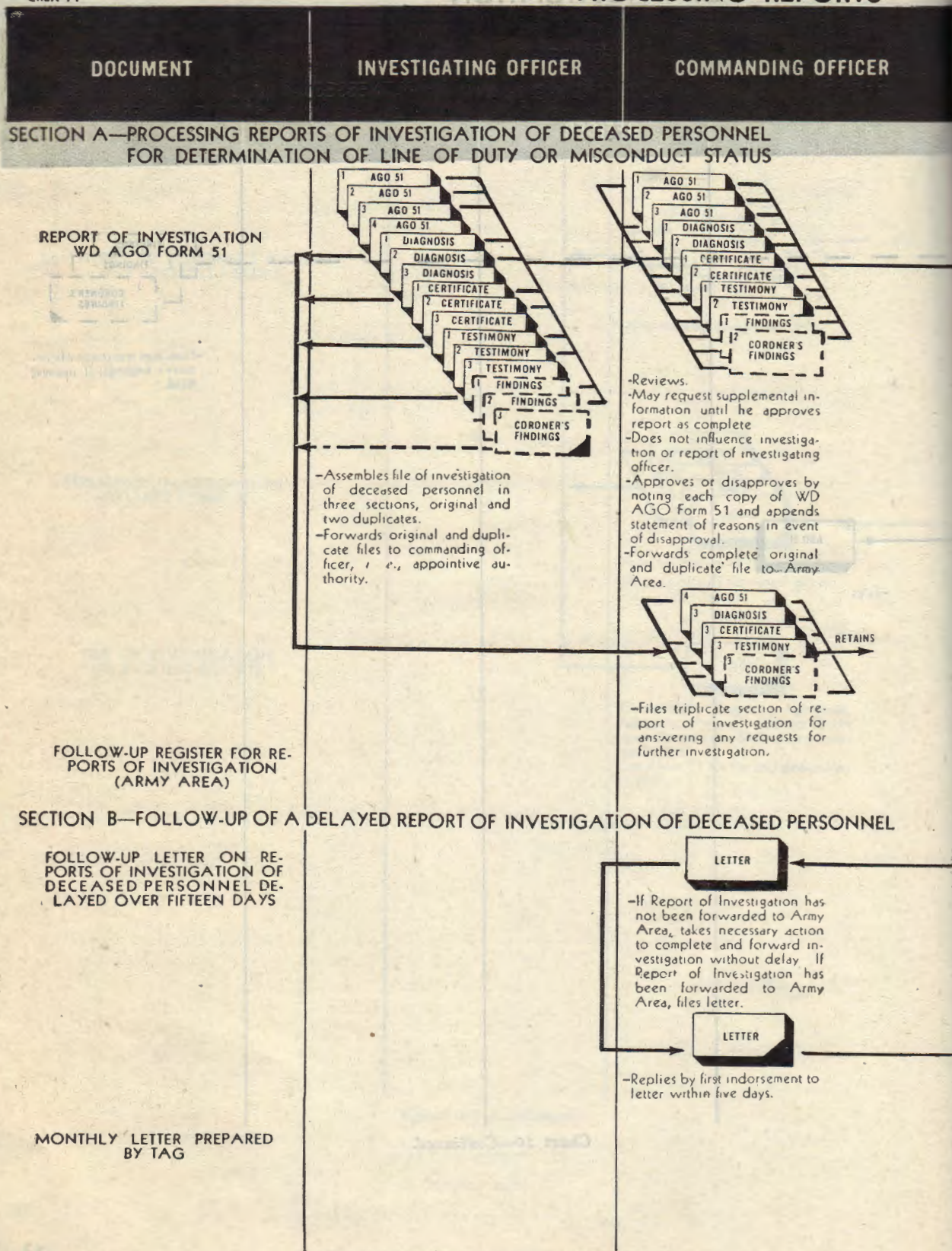


# REPORTS OF INVESTIGATION

| SURGEON   | IMMEDIATE<br>COMMANDING<br>OFFICER | WITNESSES | CORONER<br>(IF INQUEST IS HELD)   |
|---|------------------------------------|-----------|---|
|   |                                    |           | <div data-bbox="1230 615 1442 741"> <div>1 FINDINGS</div> <div>2 FINDINGS</div> <div>3 CORONER'S FINDINGS</div> </div> <p data-bbox="1230 762 1466 835">-Furnishes transcript of coroner's findings, if inquest held.</p> |
| <div data-bbox="240 993 516 1077"> <div>5 AGO 51</div> </div> <p data-bbox="345 1087 394 1108">-Files</p> |                                    |           |   |

Chart 10—Continued.







## OF INVESTIGATION

### ARMY AREA PERSONNEL BRANCH

### THE ADJUTANT GENERAL

### ADMINISTRATOR OF VETERANS' AFFAIRS



- Receives and transmits original and duplicate report of investigation file.
- Does not review or approve.
- Enters receipt of report on Army Area follow-up register shown below.



- Reviews.
- Determines line of duty or misconduct status.
- Notes determination on each copy Form 51.
- Forwards duplicate file to the Administrator of Veterans' Affairs.
- Retains original file.



- Reviews.
- Uses as basis of determination of LD or misconduct status for veteran's benefit.

#### NOTE 1

- If the initial notification of deceased personnel to the Adjutant General indicates a report of investigation is required, enters case in follow-up register.
- If misconduct status is undetermined, case will be entered in register and investigation initiated.

#### FOLLOW-UP REGISTER

- Enters receipt of case in Army Area follow-up register.

#### LETTER

#### LETTER

- Writes initial follow-up letter from the casualty file of each Report of Investigation which has not been received within fifteen days of the initial notifications of death. Army Area assumes responsibility for all necessary action to complete Report of Investigation.

#### LETTER

- Receives reply.
- Takes necessary action to complete report.

#### MONTHLY LETTER

- Army Commander takes appropriate action to complete reports of investigation.

#### NOTE 2

- Until the War Department completes a required report of investigation, an official report of death will not be issued. Delay in issuance of a report of death delays the payments to those persons entitled to them at time assistance is needed.

#### LETTER

#### MONTHLY LETTER

- Prepares one letter to each Army Commander each month listing cases over thirty days old.

Chart 11—Continued.



| REPORT OF INVESTIGATION  |  |  |  |
|--|--|--|--|
| (Under provisions of par. 9c, AR 345-415 or par. 18, AR 600-550)   |  |  |  |
| 1 STATION OR COMMAND<br><u>Tilton General Hospital</u>   |  | 2 DATE<br><u>25 July 1945</u>                                |  |
| 3 PERSON <input type="checkbox"/> INJURED<br><input checked="" type="checkbox"/> DECEASED  |  | 4 LAST NAME-FIRST NAME MIDDLE INITIAL<br><u>Doe, John J.</u> |  |
| 5 ARMY SERIAL No<br><u>2 468 109</u>   |  | 6 GRADE<br><u>Private</u>                                    |  |
| 7 ORGANIZATION<br><u>181st Infantry, Fort Dix, New Jersey</u>  |  |  |  |
| 8 MEDICAL DIAGNOSIS OF NATURE OF INJURIES OR CAUSE OF DEATH<br><u>Peripheral Vascular Collapse, severe, secondary to Brain, laceration of, diffuse, severe.</u>  |  |  |  |
| 9 HOW INCURRED: (Give complete details as to how, when and where injury or death was incurred, including hour and date)<br><u>Accidentally incurred at 2200, 23 July 1945, at Fort Dix, New Jersey, when soldier jumped in front of a truck out of control to push to safety two members of the Army Nurse Corps who were walking beside the roadway. Soldier was then unable to jump to safety in time to avoid being run down.</u>   |  |  |  |
| 10 INVESTIGATION OF THE CIRCUMSTANCES SURROUNDING THIS <input type="checkbox"/> INJURY <input checked="" type="checkbox"/> DEATH HAS BEEN MADE. ALL WITNESSES REASONABLY AVAILABLE WERE SWORN AND INTERROGATED BY THE INVESTIGATING OFFICER. THE FOLLOWING PERTINENT FACTS WERE FOUND TO BE CORRECT  |  |  |  |
| A PRESENT FOR DUTY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br>B ABSENT <input type="checkbox"/> WITH <input type="checkbox"/> WITHOUT AUTHORITY<br>(1) HOUR AND DATE OF COMMENCEMENT OF ABSENCE <u>Duty</u><br>(2) HOUR AND DATE OF TERMINATION OF ABSENCE <u>Duty</u><br>C <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT WITHIN THE TERRITORIAL LIMITS INDICATED BY THE AUTHORIZATION TO BE ABSENT<br>D <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT UNDER THE INFLUENCE OF INTOXICANTS. THE USE OF INTOXICANTS <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT THE PROXIMATE CAUSE<br>E <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT UNDER THE INFLUENCE OF DRUGS. THE USE OF DRUGS <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT THE PROXIMATE CAUSE<br>F <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT VIOLATING A <input type="checkbox"/> CIVIL LAW <input type="checkbox"/> MORAL LAW <input type="checkbox"/> MILITARY LAW. THE VIOLATION <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT THE PROXIMATE CAUSE<br>G <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT VIOLATING ARMY REGULATIONS OR MILITARY ORDERS OR INSTRUCTIONS, WRITTEN OR VERBAL. THE VIOLATION <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT THE PROXIMATE CAUSE. <input type="checkbox"/> COPIES OF WRITTEN ORDERS OR INSTRUCTIONS <input type="checkbox"/> STATEMENTS OF SUBSTANCE OF VERBAL ORDERS OR INSTRUCTIONS VIOLATED ARE ATTACHED<br>H <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT GUILTY OF GROSS CARELESSNESS OR GROSS NEGLIGENCE. GROSS CARELESSNESS OR GROSS NEGLIGENCE <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT THE PROXIMATE CAUSE.<br>I <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND.<br>J <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT OPERATING OR USING A GOVERNMENT VEHICLE FOR PRIVATE USE <input type="checkbox"/> WITH <input type="checkbox"/> WITHOUT AUTHORITY |  |  |  |
| 11. REMARKS:<br><u>Soldier sustained the injuries which resulted in his death in a successful heroic effort to save the lives of two members of the Army Nurse Corps who were walking in the roadway and who had not seen the approach of a heavy Army vehicle around a corner less than twenty yards away.</u>  |  |  |  |
| FINDINGS (See par. 43, AR 40-1098)<br><input checked="" type="checkbox"/> IN LINE OF DUTY—NOT DUE TO MISCONDUCT <input type="checkbox"/> NOT IN LINE OF DUTY—NOT DUE TO MISCONDUCT<br><input type="checkbox"/> NOT IN LINE OF DUTY—DUE TO HIS OWN MISCONDUCT   |  |  |  |
| SIGNATURE, GRADE, AND ARMY SERIAL NUMBER OF INVESTIGATING OFFICER<br><u>James Dill</u><br><u>James Dill, Major, Inf 0-23456</u>  |  |  |  |
| <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (If disapproved, attach statement of reasons)<br><u>Madison Pearson</u><br><u>Madison Pearson</u><br><u>Brigadier General, USA 0-4509</u><br><small>(Signature, grade, and Army serial number of commanding officer)</small>   |  |  |  |
| * Attach additional sheets if necessary.   |  |  |  |

WD AGO FORM 51 Edition 1 Feb. 1946  
1 JUL 1946 may be used.

16-47200-8 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 19. Report of Investigation, WD AGO Form 51.



**Certificate of the Commanding Officer**

**Co. A, 181st Inf., Ft. Dix, N.J.**

**Co. A, 181st Inf.**

**Ft. Dix, New Jersey**

**25 July 1945**

I certify that I am the immediate commanding officer of  
John J. Doe, 2 468 109, Pvt., 181st Inf. deceased, and that  
between the hours of 1700, 23 July 1945 and 0600, 24 July 1945,  
he was present for duty at Ft. Dix, New Jersey.

*L. T. Roach*

L. T. Roach  
Captain, Inf.

Figure 20. Certificate of the Commanding Officer.



TILTON GENERAL HOSPITAL  
FT. DIX, NEW JERSEY  
24 July 1945

TESTIMONY OF MARY E. SMITH, N 759 001, 2nd LT, ANC

"My name is Mary E. Smith, N 759 001 2nd Lt., Army Nurse Corps. At 2200 on 23 July 1945, I was returning from Post Theatre No. 6 to Tilton General Hospital walking east on the south side of New York Avenue with my companion, 2nd Lt. Jean J. Jones, ANC. Quite suddenly I heard a shout and was violently pushed to the side of the roadway, along with my companion. A large truck which had approached us from the rear, passing east, ran over the spot where I had been walking. I heard a scream and saw a soldier lying on the road. The truck crashed into a tree. I went to the soldier's side to administer aid and Lt. Jones ran to the nearest telephone to call an ambulance from the hospital. There was little I could do for the injured soldier as his pulse had stopped and he was not bleeding externally. His head had been hit severely. The driver of the truck, Jack J. Marends, ran up to see if he could be of any assistance. He said he had suddenly lost control when his left front wheel came off. I could see the wheel close by.

I waited until the hospital ambulance arrived and the attendant, Lt. John N. Morgan, ordered the soldier moved to the Tilton General Hospital. Later at the hospital I learned the soldier's name was Pvt. John J. Doe, and that he had died from a fracture of the skull.

He undoubtedly saved both of our lives."

I certify this to be a true statement.

*Mary E. Smith*  
Mary E. Smith  
2nd Lt., ANC

Sworn to me on  
24 July 1945  
*James Dill*  
James Dill  
Major, Inf.  
Investigating Officer

Figure 21. Testimony of Witness.



## SECTION VII

### EFFECTS OF DECEASED PERSONNEL

#### 29. Disposition of Effects

The greatest care should be taken to safeguard the personal effects of the deceased. Every effort must be made to eliminate the pilferage, damage or loss of these effects. It is the policy of the War Department to secure and forward the effects to the widow, legal representative, or next of kin, as intended by the 112th Article of War. This is done at Government expense without delay. Before shipment, the effects should be carefully screened to remove and destroy those effects that might cause embarrassment if forwarded to the person entitled to receive such effects. Shipment of soiled clothing, and particularly effects bearing blood stains, should be avoided. See chart 12 and figures 22 and 23.

a. The immediate commanding officer will inventory and turn over the personal effects of the deceased to the widow or legal representative when present.

b. When the widow or legal representative of deceased is not present to receive effects, the commanding officer will appoint a summary court officer to secure all effects and report on

their disposition.

c. When legal representative or next of kin is *not known*, the summary court officer may (after 30 days) sell (salable) effects except sabers, insignia, decorations, medals, watches, trinkets, manuscripts and other articles valuable chiefly as keepsakes. (See note on chart 12 concerning commercial papers.) These non-salable effects will be sent along with commercial papers to The Adjutant General. The proceeds from the sale of effects and any cash belonging to the estate of the decedent will be turned over to the local disbursing officer for deposit to the applicable trust fund receipt account. (See TM 14-700.) The disbursing officer will sign receipt for funds on WD AGO Form 54 (Inventory of Effects). (See fig. 23.)

d. All transactions pertaining to the disposition of effects will be reported by the summary court officer on WD AGO Form 54. This form, when approved by the commanding officer, will be forwarded by him to The Adjutant General.

e. The appointment of personal affairs officers as summary court officers is encouraged.



## DISPOSITION OF EFFECTS

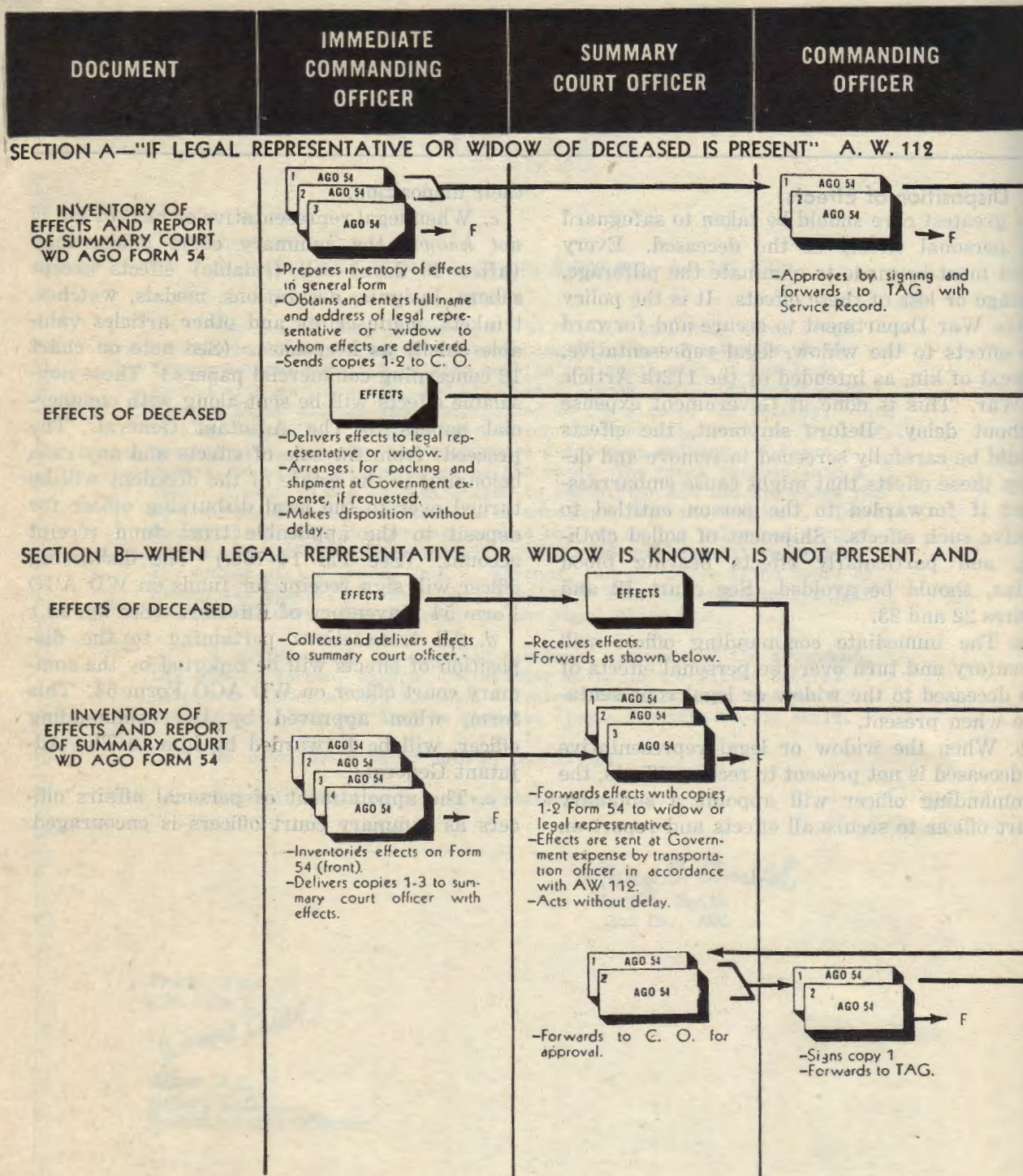


Chart 12. Disposition of Effects of Deceased Personnel.



## OF DECEASED PERSONNEL

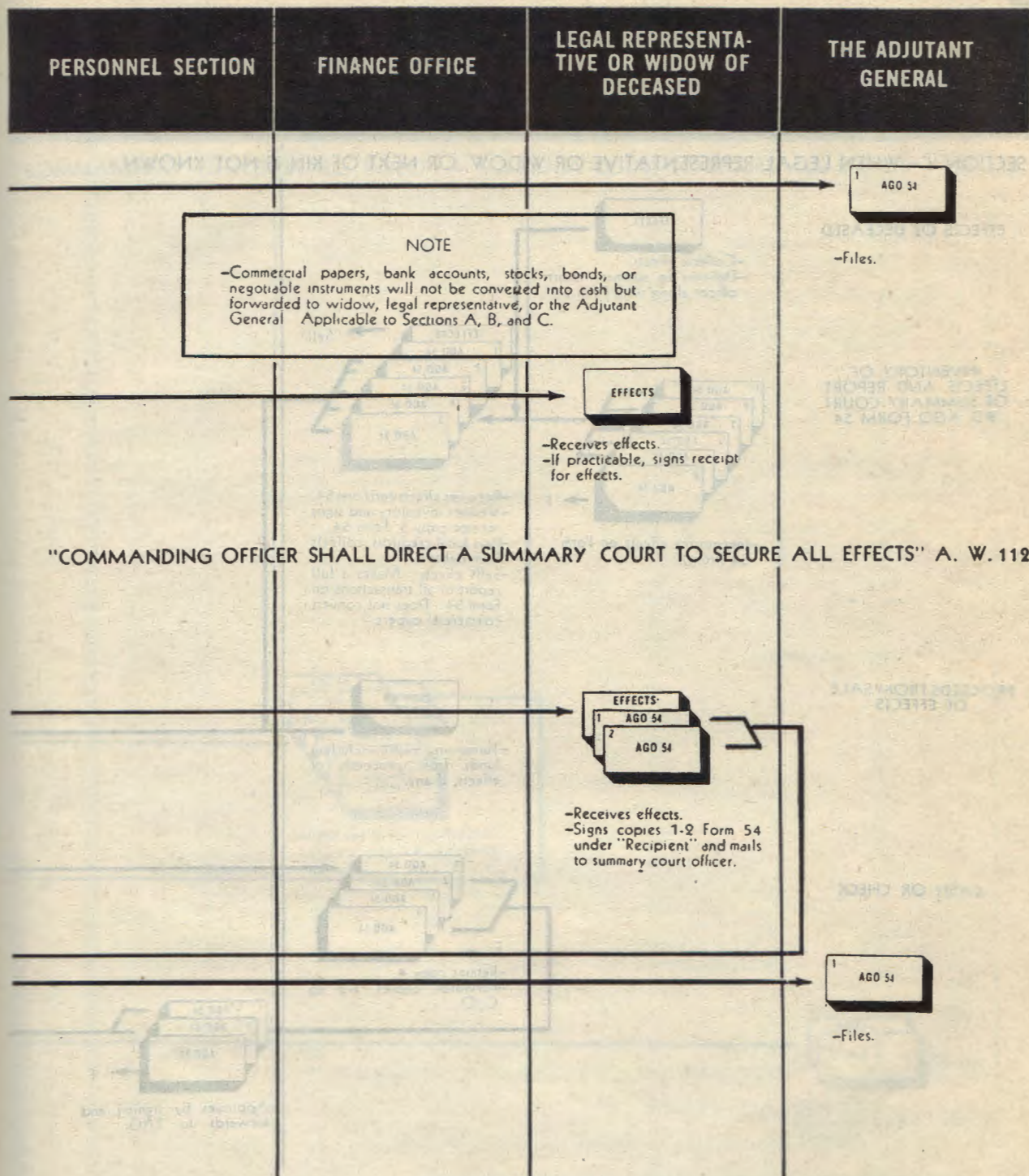


Chart 12—Continued.



# DISPOSITION OF EFFECTS

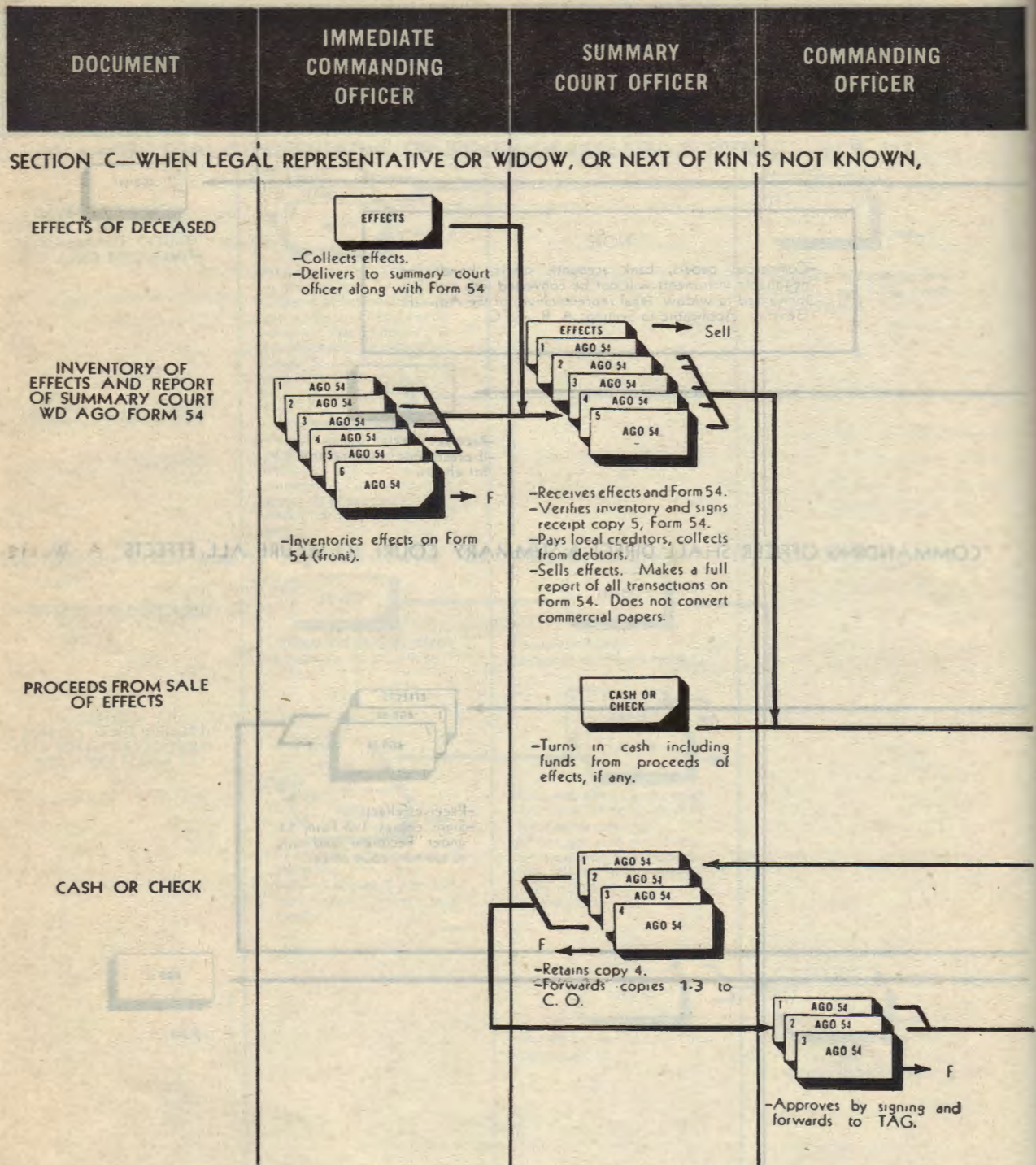


Chart 12—Continued.



## OF DECEASED PERSONNEL

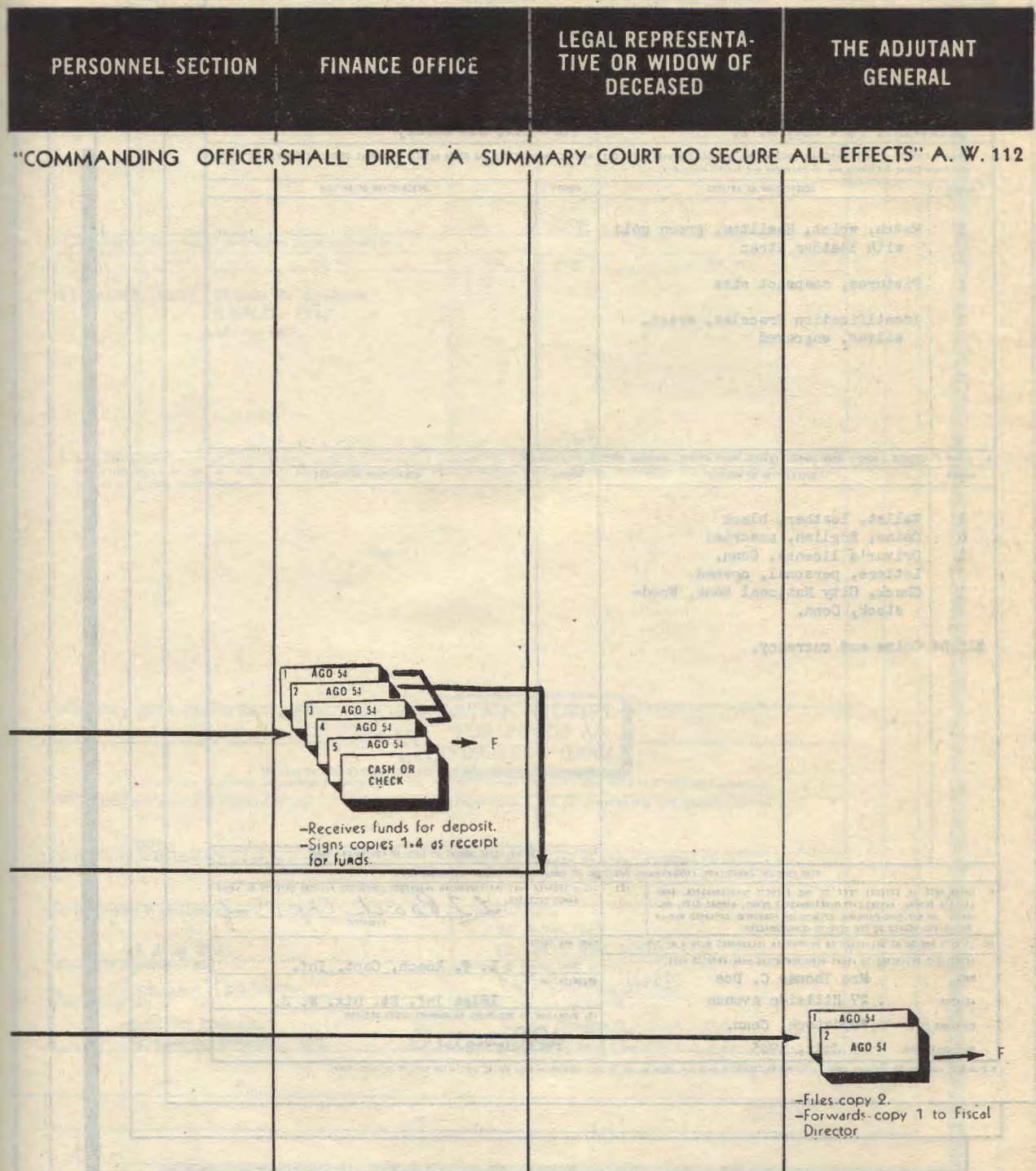


Chart 12—Continued.



| INVENTORY OF EFFECTS - AR 600-550  |   |  |                        |
|--|---|--|------------------------|
| 1. LAST NAME - FIRST NAME - MIDDLE INITIAL<br><b>Doe, John J.</b>  |   | 2. ARMY SERIAL NUMBER<br><b>2468109</b>  | 3. GRADE<br><b>Pvt</b> |
| 4. DATE OF DEATH<br><b>24 Jul 45</b>   |   | 5. ORGANIZATION OF DECEASED (Assigned)<br><b>181st Inf, Fort Dix, N. J.</b>  |                        |
| 6. PLACE OF DEATH<br><b>Tilton CH<br/>Fort Dix, New Jersey</b>   |   | 7. CLASS I EFFECTS - JABER, INSIGNIA, DECORATIONS, MEDALS, CAMPAIGN CITATIONS, MATCHES, MANUSCRIPTS AND OTHER ARTICLES VALUABLE CHIEFLY AS KEEPSAKES. (If necessary Class I Effects may be included and listed under B.) |                        |
| NUMBER   | DESCRIPTION OF ARTICLE                                | NUMBER   | DESCRIPTION OF ARTICLE |
| 1  | Watch, wrist, Hamilton, green gold with leather strap |  |                        |
| 4  | Pictures, snapshot size                               |  |                        |
| 1  | Identification Bracelet, wrist, silver, engraved      |  |                        |
| 8. CLASS II EFFECTS - MONEY, BANK DRAFTS, CHECKS, MONEY ORDERS, PERSONAL EFFECTS, BILFOLD ETC.   |   |  |                        |
| NUMBER   | DESCRIPTION OF ARTICLE                                | NUMBER   | DESCRIPTION OF ARTICLE |
| 1  | Wallet, leather, black                                |  |                        |
| 6  | Coins, English, assorted                              |  |                        |
| 1  | Driver's license, Conn.                               |  |                        |
| 3  | Letters, personal, opened                             |  |                        |
| 1  | Check, City National Bank, Woodstock, Conn.           |  |                        |
| \$18.04  | Coins and currency.                                   |  |                        |
| 9. ENTER TOTAL AMOUNT OF CASH OR EQUIVALENT HERE   |   |  |                        |
| FOR USE OF IMMEDIATE COMMANDING OFFICER OF ORGANIZATION SECURING EFFECTS   |   |  |                        |
| 9. CHECK HERE IF EFFECTS SENT TO THE EFFECTS QUARTERMASTER, ARMY EFFECTS BUREAU, KANSAS CITY QUARTERMASTER DEPOT, KANSAS CITY, MO. NOTE: DO NOT SEND PERSONAL EFFECTS OF PERSONNEL DECEASED WITHIN THE UNITED STATES TO THE EFFECTS QUARTERMASTER. |   | 11. I CERTIFY THAT THE FOREGOING INVENTORY COMPRISES ALL THE EFFECTS OF ABOVE NAMED DECEASED.<br><i>L. T. Roach Capt Inf</i><br>SIGNATURE  |                        |
| 10. EFFECTS ARE TO BE DELIVERED OR SHIPPED IN ACCORDANCE WITH A.M. 112   |   | NAME AND GRADE<br><b>L. T. Roach, Capt. Inf.</b>   |                        |
| IF EFFECTS DELIVERED TO LEGAL REPRESENTATIVE MAKE ENTRIES HERE.<br>NAME<br><b>Mrs Thomas C. Doe</b><br>ADDRESS<br><b>27 Hillside Avenue</b><br>CITY AND STATE<br><b>Woodstock, Conn.</b><br>DATE DELIVERED<br><b>25 July, 1945</b>                 |   | ORGANIZATION<br><b>181st Inf. Ft. Dix, N. J.</b><br>12. SIGNATURE OF RECIPIENT OR SUMMARY COURT OFFICER<br><i>H. Campbell</i>  |                        |

U.D., A.G.O. FORM NO. 54 27 June 1944 THIS FORM SUPERSEDES U.D., A.G.O. FORM NO. 54, 1 JULY 1935 WHICH WILL NOT BE USED AFTER RECEIPT OF THIS FORM.

Figure 22. War Department AGO Form 54 (Front), (Inventory of Effects).



SECTION VII

## REPORT OF SUMMARY COURT - AR 600-550

13. THE FOLLOWING AMOUNTS DUE THE ESTATE OF THE DECEASED WERE COLLECTED

| DATE      | AMOUNT | RECEIVED FROM                                  | DATE  | AMOUNT | RECEIVED FROM |
|-----------|--------|--|-------|--------|---------------|
| 25 Jul 45 | 2.08   | William H. Hill<br>3679623, Pvt,<br>181st Inf. |       |        |               |
|           |        |  | TOTAL | 2.08   |               |

14. THE FOLLOWING CLAIMS AGAINST THE ESTATE OF THE DECEASED WERE PAID

| DATE      | AMOUNT | PAID TO  | DATE  | AMOUNT | PAID TO |
|-----------|--------|--|-------|--------|---------|
| 25 Jul 45 | 7.03   | Thomas R. Robbins<br>3357432, Pfc,<br>181st Inf. |       |        |         |
|           |        |  | TOTAL | 7.03   |         |

15. OTHER TRANSACTIONS, INCLUDING SALE OF EFFECTS. REPORT EACH TRANSACTION IN DETAIL (See AR 600-550). NOTE: STOCKS, BONDS AND OTHER COMMERCIAL PAPER WILL NOT BE CONVERTED INTO CASH, BUT SENT TO THE ADJUTANT GENERAL WITH THIS REPORT IN CASE OF DOMESTIC DECEASE FOR OVERSEAS CASUALTIES THESE EFFECTS WILL BE SENT TO THE EFFECTS QUARTERMASTER

None

ENTER AMOUNT OF MONEY REALIZED FROM SALE OF EFFECTS HERE IN WORDS AND FIGURES

None

OBTAIN RECEIPT  
FOR FUNDS AS  
INDICATED HERE

16. PROCEEDS OF SALE OF PROPERTY OF DECEASED (Normally not to be used for overseas casualties under Par 16 W.D. Circular 193, 1943 Send Check to Effects Quartermaster.)

|   |   |
|---|---|
| APPROPRIATION TO BE CREDITED BY DISBURSING OFFICER    | AMOUNT (In words and figures) DEPOSITED WITH DISBURSING OFFICER |
| None  | None  |
| DATE, ORGANIZATION AND LOCATION OF DISBURSING OFFICER | SIGNATURE AND TYPED NAME AND GRADE OF DISBURSING OFFICER        |

|   |  |
|---|--|
| 17. DATE APPROVED BY COMMANDING OFFICER   | 18. DATE AND LOCATION                                    |
| 25 July 1945                              | 24 July 1945<br>Ft. Dix, New Jersey                      |
| SIGNATURE OF COMMANDING OFFICER           | SIGNATURE OF SUMMARY COURT OFFICER                       |
| <i>Madison Pearson</i>                    | <i>H. A. Campbell</i>                                    |
| TYPED NAME AND GRADE                      | TYPED NAME, GRADE AND ORGANIZATION                       |
| Madison Pearson<br>Brigadier General, USA | H. A. Campbell, Capt. Inf.<br>181st Inf., Ft. Dix, N. J. |

U. S. GOVERNMENT PRINTING OFFICE 1944 O 509883

Figure 23. War Department AGO Form 54 (Back), (Report of Summary Court).



## SECTION VIII

### FINAL PAPERS OF DECEASED

#### 30. Preparation and Disposition of Final Papers

a. It is essential for The Adjutant General to receive the service records and allied papers of a deceased enlisted person as soon as possible after a death.

b. Allotment offices must receive prompt notification of discontinuances of allotments or allowances in order that issuance may be terminated. Discontinuance of allotments will be effected by the use of WD AGO Form 30-S (Allotment discontinuance notice upon dis-

charge or release from active duty), as prescribed in AR 35-5560.

c. It is necessary that the Final Payment Roll be received in the Army Finance Center, St. Louis 20, Missouri, without delay in order that adjustment of any arrears of pay may be properly made. Such final pay rolls will be prepared and processed as prescribed in AR 35-2480.

d. For the accomplishment of the above, see chart 13 and figure 24.



# PREPARATION AND DISPOSITION

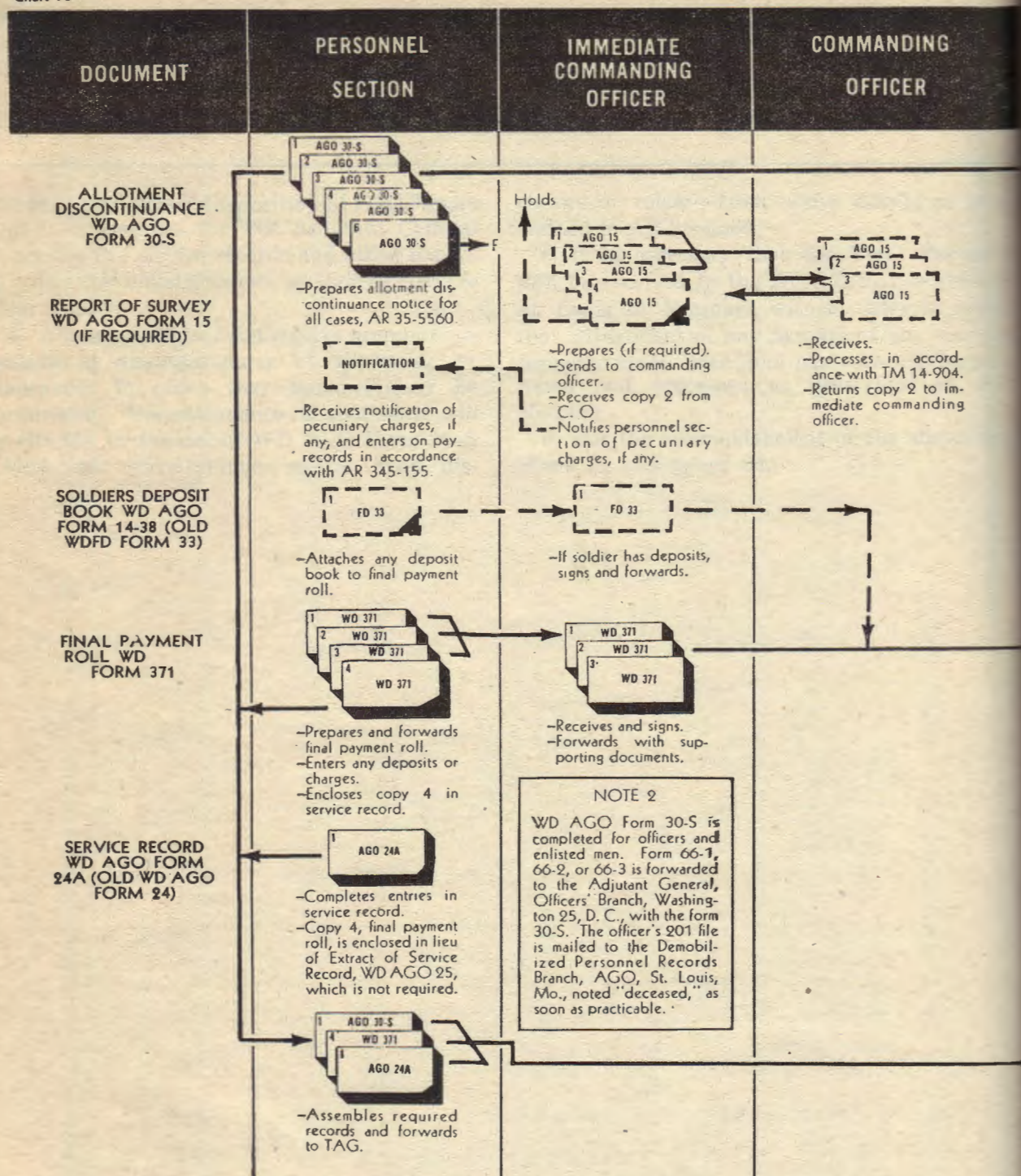
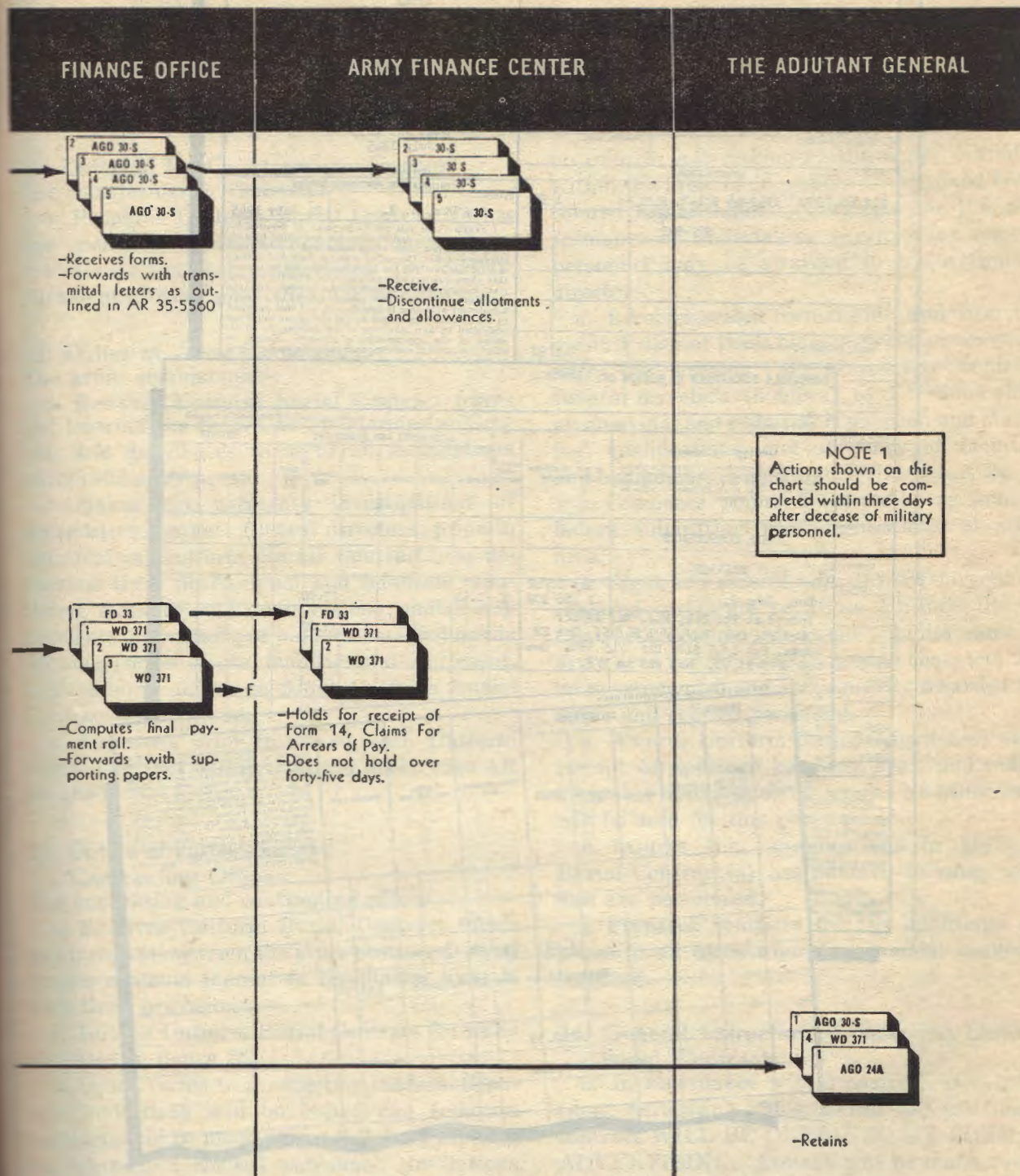


Chart 13. Preparation and Disposition of Final Papers



## OF FINAL PAPERS



**NOTE 1**  
Actions shown on this chart should be completed within three days after decease of military personnel.

Chart 13—Continued.



| FINAL PAYMENT ROLL   |  |  |  | D.O. YOU NO<br><b>13543</b>  |  |
|--|--|--|--|--|--|
|  |  |  |  | PAID BY  |  |
| ORGANIZATION <b>Doe, John J.</b>   |  | REGIMENT   |  | <b>Walter Cory</b><br><b>Major, F. D.</b><br><b>Ft. Dix, N. J.</b><br><b>Sym No. 220500</b><br><b>Sta. No. 1233</b><br><b>July 1945</b>  |  |
| STATION <b>2 468 109 (Deceased)</b>  |  | 181st Infantry   |  |  |  |
| PERIOD (MONTH AND YEAR)  |  | PRINCIPAL AMT  |  |  |  |
| Ft. Dix, New Jersey  |  |  |  |  |  |
| APPROPRIATIONS   |  |  |  | (FOR USE OF PAYING OFFICE ONLY)  |  |
| <b>212/60425FSA 1942-46 501-74 Phil</b>  |  |  |  | <b>CERTIFICATE OF PERSONNEL OFFICER</b>  |  |
| <b>1 50</b>  |  |  |  | <b>STATION</b> <b>Ft. Dix, N. J.</b>   |  |
| <b>EXP-PL-1 (ALLIEMENT)</b>  |  |  |  | <b>DATE</b> <b>24 July 1945</b>  |  |
| <b>S99-999</b>   |  |  |  | I CERTIFY that this roll is prepared as required by Army Regulations and that entries pertaining to each name are correct, that where rental and/or subsistence allowance is due, the soldier was not furnished rations in kind nor received the equivalent thereof in money, that where quarters allowance is credited for the enlisted man, his dependents, or both, public quarters were not available or assigned to such persons nor did they receive a monetary allowance in lieu thereof, and that payment to the enlisted men named on the within pay roll is not prohibited by any provisions of law limiting the availability of the appropriation(s) involved. Except as otherwise stated in remarks, each enlisted man is entitled |  |
| <b>TOTAL AMOUNT DISBURSED</b>  |  |  |  |  |  |
| <b>1 50</b>  |  |  |  |  |  |
|  |  |  |  |  |  |
| HONORABLY DISCHARGED BY REASON OF: <b>Death</b>  |  |  |  |  |  |
| (State reason and order, if any)   |  |  |  |  |  |
| No time lost under AW 107, except as indicated   |  |  |  |  |  |
| NAME, GRADE, AND COMPONENT   |  | DATE OF ENLISTMENT AND SERIAL NO.  |  | NUMBER YEARS SERVICE   |  |
| (Date and place of acceptance for enlistment, or place of receipt of notice for active duty, by recruitment, induction, reporting for duty as National Guardsman under call or draft by the President, to which entitled to travel allowance.) |  | CLASS N  |  | CLASS E  |  |
| CLASS D GOV  |  | CLASS C  |  | CLASS B  |  |
| CLASS B ONE  |  | CLASS A  |  | CLASS F  |  |
| CLASS F FIVE   |  | CLASS G  |  | CLASS H  |  |
| QUARTERS D   |  | QUARTERS E   |  | QUARTERS F   |  |
| TOTAL F  |  | TOTAL G  |  | TOTAL H  |  |
| 1 OTHER COMPONENTS   |  | 2 PRIVATE  |  | 3 Doe, John J.   |  |
| 4 Indctd at Ft. Dix, N.J. May 10/42.   |  | 5 Died Ft. Dix, N.J. Jul 24/45. Due EM dpts. Feb 1/45 \$10; Mar 1/45 \$10. Due US CPLD \$1.50. Not ent to T/P. |  | 6  |  |
| 7  |  | 8  |  | 9  |  |
| 10   |  | 11   |  | 12   |  |
| 13   |  | 14   |  | 15   |  |
| 16   |  | 17   |  | 18   |  |
| 19   |  | 20   |  | 21   |  |
| 22   |  | 23   |  | 24   |  |
| 25   |  | 26   |  | 27   |  |
| 28   |  | 29   |  | 30   |  |
| 31   |  | 32   |  | 33   |  |
| 34   |  | 35   |  | 36   |  |
| 37   |  | 38   |  | 39   |  |
| 40   |  | 41   |  | 42   |  |
| 43   |  | 44   |  | 45   |  |
| 46   |  | 47   |  | 48   |  |
| 49   |  | 50   |  | 51   |  |
| 52   |  | 53   |  | 54   |  |
| 55   |  | 56   |  | 57   |  |
| 58   |  | 59   |  | 60   |  |
| 61   |  | 62   |  | 63   |  |
| 64   |  | 65   |  | 66   |  |
| 67   |  | 68   |  | 69   |  |
| 70   |  | 71   |  | 72   |  |
| 73   |  | 74   |  | 75   |  |
| 76   |  | 77   |  | 78   |  |
| 79   |  | 80   |  | 81   |  |
| 82   |  | 83   |  | 84   |  |
| 85   |  | 86   |  | 87   |  |
| 88   |  | 89   |  | 90   |  |
| 91   |  | 92   |  | 93   |  |
| 94   |  | 95   |  | 96   |  |
| 97   |  | 98   |  | 99   |  |
| 100  |  | 101  |  | 102  |  |
| 103  |  | 104  |  | 105  |  |
| 106  |  | 107  |  | 108  |  |
| 109  |  | 110  |  | 111  |  |
| 112  |  | 113  |  | 114  |  |
| 115  |  | 116  |  | 117  |  |
| 118  |  | 119  |  | 120  |  |
| 121  |  | 122  |  |  |  |



## SECTION IX

### UNIFORM BURIAL CONTRACT PROCEDURES

#### 31. Duties of The Quartermaster General The Quartermaster General—

- a. Prepares Uniform Burial Contract forms and specifications for embalming and caskets.
- b. Issues detailed instructions for accomplishment of contracts. (See AR 30-1830.)

#### 32. Duties of Army Commander The army commander—

- a. Receives Uniform Burial Contract forms and instructions from The Quartermaster General and distributes them to all installations within the army area.
- b. Makes any necessary investigations of prospective contract funeral directors, prior to approval of Uniform Burial Contracts, to determine their professional and financial reputation, standing and qualifications; makes any necessary inspections of bidders' establishments for adequacy of stocks, facilities and equipment, to determine ability to fulfill Uniform Burial Contract requirements.
- c. Approves, prior to award, each Uniform Burial Contract within the army area. (See AR 30-1830.)

#### 33. Duties of Purchasing and Contracting Officer

The purchasing and contracting officer—

- a. Receives Uniform Burial Contract forms and instructions from the army commander and studies contents thereof to familiarize himself with their provisions.
- b. Fills in Uniform Burial Contract forms as indicated in figure 25.
- c. Issues forms to prospective bidders. Separate invitations will be issued and separate contracts will be made for undertaking services for white and colored personnel. Invitations will be sent to and contracts made with colored funeral directors, for colored undertaking services, if such facilities are available. In the event

no colored undertaking facilities are available within the area, or if no bids are received from colored establishments, contracts for the performance of undertaking services for colored personnel may be awarded to white funeral directors.

- d. Receives sealed formal bids, and after the opening date of these bids, inspects, in company with the surgeon, all prospective contract funeral directors (bidders) to determine their professional and financial reputation and standing, qualifications, and adequacy of facilities and equipment, in accordance with figure 26.

- e. Considers points listed in paragraph 34 before submitting recommendations to army area.

- f. Signs and secures signature of surgeon on required certificate on those Uniform Burial Contracts recommended and submits same to army area for approval. Separate contracts will be recommended and subsequently awarded for white and colored personnel.

- g. Awards Uniform Burial Contract(s) upon receipt of approval by army area, and makes necessary distribution of copies. No other form will be used for this purpose.

- h. Insures that specifications in Uniform Burial Contract(s) are adhered to when services are performed.

- i. Prepares vouchers for the additional expense in all cases where an oversize casket is required.

#### 34. General Instructions Concerning Uniform Burial Contracts.

- a. In accordance with Procurement Regulations, paragraph 230.4, burial services under contract WILL BE OBTAINED BY FORMAL ADVERTISING. Awards will be made to the *LOWEST RESPONSIBLE BIDDER COMPLYING WITH THE CONDITIONS OF THE INVITATION FOR BIDS*, provided his bid is



reasonable and it is to the interest of the United States to accept it. It will be noted that award does not necessarily have to be made to the LOWEST BIDDER, but the LOWEST RESPONSIBLE BIDDER. As defined in Procurement Regulations, paragraph 204.4, a "responsible bidder" is one who (1) qualifies as such under laws and regulations governing the purchase of the supplies to be procured, (2) is a manufacturer or a regular dealer in such supplies, (3) is in position to perform the contract, and (4) has a previous record for the faithful fulfillment of similar contract obligations which justifies the belief that he will perform the contract in accordance with the terms. As defined in Procurement Regulations, paragraph 204.5, the "lowest responsible bidder" is that "responsible bidder" whose bid, if accepted, would result in the lowest ultimate cost to the Government of the supplies to be procured.

b. While burial services must be obtained under contracts through formal advertising and award made to the *lowest responsible bidder*, price alone is not the determining factor. To insure that the remains of deceased personnel will arrive at their destination in a satisfactory condition, contracts should be awarded only to funeral directors who are qualified to render first class service and to furnish merchandise conforming strictly to specifications. Accordingly, the qualifications of "responsible" bidders as outlined in Procurement Regulations, particularly paragraph 204.4, should be carefully considered by contracting officers prior to award of contracts.

c. As a guide in determining the reasonableness of prices offered for funeral services, and whether or not their acceptance would be to the interest of the Government, it may be stated that there are certain limits of cost beyond which a contractor cannot go without incurring a financial loss. The contractor should not quote a low price in his bid with the expectation of making up any financial loss due to contract prices by selling higher-priced services and merchandise to next of kin. In other words, the interests of the Government are not served where a contractor uses his contract as a medium for selling higher-priced merchandise

and services to relatives of deceased military personnel.

d. The bidder's attention should be especially invited to paragraph 9, Part A, "Instructions to Bidders." This provides that the bidder should take into consideration that, under his contract, he will be called upon to handle not only those remains where death is due to natural causes but also those where death comes violently and where the condition of the remains precludes embalming in the normal manner and will require considerable work in preparing and preserving the remains (including derma-surgery when required) to insure arrival at destination in an acceptable state of preservation. Charges over and above the contract prices cannot be paid for services or supplies which the contractor was required to furnish under his contract and for which he did not make provision at the time he submitted his bid. The fact that a body cannot be embalmed arterially does not relieve the embalmer from his responsibility to prevent putrefaction, arrest decomposition, and so prepare the remains for shipment or burial that neither he nor the Government need be embarrassed by offensive odors or the arrival of the body at destination in other than a good state of preservation. Specification 1 of the contract for embalming provides for treatment of different types of cases. The estimated number of cases to be handled under the contract includes not only those where death was due to natural causes, but also those where death was due to accidents. The price for embalming should be based upon the majority of types of cases estimated to be handled under the contract. For instance, at an air base there will be more deaths from other than natural causes than at a regular Army post; therefore, the price for embalming should be predicated upon the assumption that the majority of cases will require preparation other than by embalming in the normal manner.

e. Funeral services as provided for in Specification 2 of the contract should be allowed only in those cases where the commanding officer or relatives of the deceased desire to hold funeral services prior to *shipment* of the remains to final destination. These services may be held either at the post, camp, or station of the de-



d military

especially  
structions to  
der should  
s contract,  
only those  
ral causes  
lently and  
precludes  
d will re-  
and pre-  
a-surgery  
estination  
Charges  
cannot be  
the con-  
r his con-  
provision  
e fact that  
does not  
sibility to  
ition, and  
or burial  
need be  
ne arrival  
an a good  
1 of the  
treatment  
ated num-  
e contract  
was due  
ere death  
embalm-  
y of types  
under the  
there will  
ral causes  
efore, the  
ated upon  
cases will  
mbalming

in Speci-  
owed only  
officer or  
d funeral  
remains to  
y be held  
of the de-

cedent, or at the contractor's establishment. The contractor is occasioned extra work and expense when such services are held, and this item in the specifications affords him an opportunity to charge a reasonable price for the services. As a guide in consideration of this item, it may be stated that the price would be predicated to a great extent upon the distance from the mortuary to the place of funeral service. If the service is held at the chapel of the contractor or within ten miles thereof, a fair price to the Government for these additional services would be about \$20.00. If the distance is greater than 10 miles, the additional cost should be based upon local prevailing mileage rates. A reasonable amount is \$.50 per mile each way. This item is not intended to be allowed when interment is to be made in a local cemetery, as any funeral services rendered then come in the category of "interment expenses," payment for which, in an amount not exceeding \$50.00, is made to the person who engages the services of the funeral director and assumes responsibility for payment of the bill.

f. ALL BURIAL SERVICE CONTRACTS WILL BE ACCOMPLISHED ON THE UNIFORM BURIAL SERVICE CONTRACT FORM. THERE WILL BE NO DEVIATION THEREFROM WITHOUT PRIOR APPROVAL OF THE QUARTERMASTER GENERAL. The form contains all pertinent current requirements of Procurement Regulations; however, should any regulations be promulgated subsequent to the receipt of the uniform burial service contract forms, which will be applicable thereto, purchasing and contracting officers will incorporate any such applicable provisions in the invitation for bids and resulting contract.

g. The uniform burial contract form will be utilized by all military installations within the continental limits of the United States and bids will be sent out and contracts executed by the purchasing and contracting officer of each such military installation designated to handle burial services for deceased military personnel.

h. Bids must be accepted from all who wish to submit them. Do not make selection until all bids have been reviewed and establishments inspected.

i. The metal-lined casket described in Speci-

fication 4 will be used in all cases where the remains will not reach their destination within 24 hours' scheduled travel time, and in all other cases where state shipping rules and local health regulations require this type of casket.

j. A single contract will not be made for two or more stations unless the combined personnel of the stations concerned is less than 20,000 and it is more advantageous to the Government to make a single contract. Provided his facilities are adequate, there is no objection to one contractor's having two or more separate contracts, even though the combined strength of the stations concerned exceeds 20,000. At installations where the strength is such that based on the estimated death rate as determined by The Surgeon General (normally 3 per thousand) there would be less than FIVE estimated deaths during the fiscal year of life of the contract, it is naturally more advantageous to procure burial services in each individual case, as required, rather than to enter into a contract. UNDER NO CIRCUMSTANCES WILL CONTRACTS BE MADE TO PROCURE BURIAL SERVICES FOR ONE INDIVIDUAL DECEDENT, AS CONTRACTS ARE TO COVER A POST, CAMP OR STATION AND MORE THAN ONE CASE. INDIVIDUAL CASES SHOULD BE HANDLED BY PURCHASE ORDER.

k. The following instructions will be followed in inviting bids and establishing the mileage radius to be served by the contractor:

(1) Bids will not be obtained from firms located at a destination so great as to cause delay in the proper preparation of the remains and their inspection by the surgeon and the purchasing and contracting officer. Normally twenty miles will be considered a satisfactory distance.

(2) The distance to the contractor's establishment should not be confused with the mileage indicated in the space provided therefor in Specification 1 a, Part D, of the contract.

(3) The mileage in Specification 1 a, Part D, should be determined by the purchasing and contracting officer, after considering local conditions and problems, and entered in the Invitation for Bids *PRIOR TO SENDING SUCH BIDS TO PROSPECTIVE BIDDERS*. The



mileage represents the DISTANCE THE CONTRACTOR WILL BE REQUIRED TO GO FROM HIS PLACE OF BUSINESS UPON CALL TO TAKE CHARGE OF THE REMAINS OF A DECEASED MEMBER OF THE MILITARY FORCES. Even in the most isolated areas, the mileage should not be over 100 miles. This radius cannot be determined by the distance from a particular funeral director's establishment and cannot be entered after the successful bidder has been selected and award made to such bidder. The entering of the mileage radius in the Invitation for Bids, furnishes all prospective bidders an equal opportunity in bidding and helps them to determine their price for item 1 of the Bids.

(4) It is not to the best interest of the Government to specify too wide a radius since the bidder's price for item 1 includes not only actual embalming, preservation of the remains, and other services required for the body to present a normal life-like appearance when reposing in the casket, but also the mileage he is required to travel to pick up the remains.

1. Even though a contract is made for a particular station, it does not mean that the remains of deceased military personnel to be handled under such contract are limited to members thereof. The contractor may be called upon to handle the remains of any deceased member of the U. S. Army whose death occurs in active service in the radius of the contract concerned, regardless of whether such decedent is a member of a command of the station concerned, on furlough from some other station, or on maneuvers or training duty.

### 35. Steps in the Awarding of a Uniform Burial Contract

a. PREPARING INVITATIONS FOR BIDS. The contracting officer will fill in the contract form to show:

- (1) Invitation number and station number.
- (2) Name and location of station issuing the bid, and date of invitation.
- (3) Date, time and place of opening the bid and the period covered by the contract.
- (4) Whether the contract is for white or colored military personnel.
- (5) Stations or other places covered by the

contract.

(6) The finance officer who will make payment.

(7) Signature and title of the contracting officer issuing the invitation.

(8) Estimated requirements of each item shown on page 4 of the bid sheet. The total estimated requirements should be based on the strength of the garrison and the estimated death rate as determined by The Surgeon General. (For the fiscal year 1947 The Surgeon General estimates the normal death rate to be 3 per thousand. For example, with a garrison strength of 30,000 the estimated deaths would be 90.) The estimated quantity shown for item 1 (embalming) will be the guide for showing the estimated quantities for other items. Items 3 and 4 cover caskets. Therefore, the sum of the estimated quantities for items 3 and 4 should equal the estimated quantities for item 1. Likewise, the sum of the estimated quantities for items 5 and 6 should equal the estimated quantities shown for item 1. For example:

| Item No.                  | Quantity |
|---------------------------|----------|
| 1—Embalming, etc. ....    | 90       |
| 3—Casket, etc. ....       | 60       |
| 4—Metal-lined casket .... | 30       |
| 5—Local hearse ....       | 10       |
| 6—To shipping point ....  | 80       |

(9) Under Specification 1 (a), Part D. "Specifications" in the space provided therefor, the number of miles the contractor will be required to go to call for bodies under his contract. This distance, which will be determined by the contracting officer, *must be entered before the invitation is sent to bidders and will be based on local conditions. This mileage will not be confused with mileage referred to in paragraph 34.*

**Note.** No copy of the Invitations for Bids need be submitted to the Office of The Quartermaster General or the army area.

b. MAKING OF BID (BY CONTRACTOR). The bidder has only to:

- (1) Fill in on the "bid sheet" (page 4):
  - (a) The unit price of each item in the "unit price" column.
  - (b) The total amount of each item in the "amounts" column.
- (2) Fill in tax information when necessary



(par. 9, Part C, "General Conditions").

(3) Sign the bid. (See par. 7, Part A "Instructions to Bidders.")

(4) Send bid to purchasing and contracting officer.

c. SUBMISSION OF BIDS TO ARMY AREA FOR APPROVAL. See paragraph 33 and chart 14. Before submission, the certificates on the last page of the contract must be signed by the purchasing and contracting officer and the surgeon.

d. ACCEPTANCE OF BIDS. After a bid has been accepted, the contracting officer will execute

the contract as follows:

(1) Assign a contract symbol number.

(2) Complete the "acceptance" on page 2 to show:

(a) Date of acceptance.

(b) Items accepted.

(c) Estimated total cost.

(d) Signature.

(3) Distribute the copies of the contract in accordance with Procurement Regulation 3, section IV. (See chart 14.)

ke pay-

tracting

ch item

he total

l on the

timated

on Gen-

Surgeon

te to be

garrison

s would

for item

showing

. Items

sum of

and 4

item 1.

antities

timated

ple:

quantity

90

60

30

10

80

Part D,

herefor,

will be

der his

e deter-

ust be

bidders

is mile-

ferred

be sub-

al or the

). The

):

e "unit

in the

cessary



WAR DEPARTMENT

Invitation No. ....  
Contract No. W-06-015(SC-11)-7

INVITATION, BID, AND ACCEPTANCE

War Department, Fort Dix, New Jersey

Fort Dix, New Jersey  
(Address)

(War Department Establishment, Office or Station)

28 March 1945

(Date)

INVITATION

Sealed bids, in triplicate, subject to the conditions specified on both sides of this page and to the instructions to bidders, the special and general conditions and the specifications on the continuation sheets numbered ..... to ..... attached hereto, will be received at this office until 1000 o'clock, a. m., 15 April, 1945, and then publicly opened, for the furnishing of Burial Services for deceased U. S. Army White personnel at Fort Dix, New Jersey in accordance with the attached specifications.  
(White) - (Colored)

Fred Studd

(Name)

1st Lieutenant, QMC

(Title)

CONTRACT PERIOD:

Any contract awarded as a result of bids submitted under this invitation will extend from 1 July 1945 (or from the date of award if subsequent thereto) through 30 June 1946, both dates inclusive, unless sooner terminated under provisions contained in this invitation. Do Not Use This Space

GENERAL UTILIZATION CLAUSE:

This contract is for general utilization by all arms, services, and bureaus; all calls on contractor or orders for furnishing supplies or services hereunder issued either by the contracting service or by a service other than the contracting service will contain the certificate of availability of funds, quoting the allotments to be used in making payments.

PAYING FINANCE OFFICER AND CERTIFICATION OF INVOICES:

Payments under any contract or purchase order resulting from this invitation will be made by the Finance Officer, U. S. Army, Fort Dix, New Jersey, to whom properly certified invoices should be made in triplicate. Invoices should be typewritten or made out in ink or indelible pencil, and marked original, duplicate, and triplicate. Only the original copy should be signed.

SPECIFICATIONS:

All supplies and services furnished under any contract as a result of this invitation will be in strict accordance with the specifications attached hereto.

This Contract Approved for the  
Commanding General  
of the 1st Army Area

*J. C. Brown*

T. C. BROWN  
Colonel, QMC  
Quartermaster

BID

10 April 1945

(Date)

In compliance with the above invitation for bids and subject to all the conditions thereof, the undersigned offers and agrees, if this bid be accepted within 10 calendar days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item. It is understood that the Government reserves the right, as the interest of the Government may require, to reject any or all bids, to waive any informality in bids received, and to accept or reject any items of any bid unless qualified by specific limitation.

The undersigned certifies that the prices quoted herein are not in excess of applicable OPA price regulations.

Discounts will be allowed for payment as follows: ..... percent 10 calendar days; ..... percent 20 calendar days; ..... percent 30 calendar days. The discount period will begin on the date supplies or services furnished hereunder are accepted or the date properly certified invoice is received, whichever date is later.

Bidder Jones Funeral Parlor

Address Tranton, New Jersey

By George P. Jones  
(Signature of person authorized to sign this bid)

Title George P. Jones, President

ACCEPTANCE BY THE GOVERNMENT

20 May 1945

(Date)

Accepted as to items numbered 1 thru 6 incl.

Estimated amount \$ 2321.00

Name Fred Studd, 1st Lt., QMC

Title Purchasing and Contracting Officer

This Invitation for Bids and any contract entered into pursuant thereto are authorized by Public, 703, 76th Congress, Approved July 2, 1940, as continued in effect by the act of June 5, 1942, (Pub., 580, 77th Cong.), the First War Powers Act, 1941 (Pub., 354, 77th Cong.), and Executive Order No. 9001 (Dec. 27, 1941).

(2)

16-94041-4

STEP I -

INVITATION PREPARED  
BY P & C OFFICER

STEP IV -

APPROVED BY  
ARMY AREA

STEP II -

BID PREPARED  
BY BIDDER

STEP V -

ACCEPTANCE FOR GOVERN-  
MENT BY P & C OFFICER

Figure 25. Uniform Burial Contract.



tary requirements as to American production and labor standards and all conditions of purchases applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amounts billed."

The foregoing certificate should be printed, stamped, typed, or written on the invoice or vendor's Bill of Sale and must be signed on the original only by the vendor or its duly authorized representative. Where it is impossible to include the certificate on the face of the invoice or voucher, the certificate will be placed on the reverse thereof. (Additional separate sheets for the certificate only will not be accepted.)

(NOTE.—If State or local taxes are included in the amounts billed the invoice certificate above should be modified by eliminating the last provision reading "and that State or local sales taxes are not included in the amounts billed.")

#### BID SHEET

| Item No. | ARTICLES OR SERVICES  | QUANTITY | UNIT      | UNIT PRICE | AMOUNT  |       |
|----------|---|----------|-----------|------------|---------|-------|
|          |   |          |           |            | Dollars | Cents |
| 1        | For complete embalming service as per specification 1.  | 10       | Each body | \$ 30.50   | \$ 300  | 50    |
| 2        | Funeral   | 8        | Each      | 50.00      | 400     | 00    |
| 3        | For casket  | 2        | Each      | 96.45      | 192     | 90    |
| 4        | For music   | 8        | Each      | 170.95     | 1367    | 60    |
| 5        | For transportation  | 2        | Each      | 10.00      | 20      | 00    |
| 6        | For delivery of remains to shipping point in contractor's hearse, ambulance, or other suitable closed conveyance. | 8        | Each      | 5.00       | 40      | 00    |

QUANTITY COLUMN ON BID SHEET (Page 4) FILLED IN BY P & C OFFICER

STEP II — "UNIT PRICE" AND "AMOUNT" FILLED IN BY BIDDER

#### Part D.—SPECIFICATIONS

These Are the Minimum Requirements: Quality Is the Determining Factor.

1—EMBALMING SERVICE—Complete embalming will include:

(a) Transportation of body in a suitable conveyance to place where embalming is to be performed, including calling at the Army post or where death occurs when such other place is within 20 miles of Contractor's establishment and removing it to Contractor's mortuary for embalming and returning it to the Army post where such place of funeral is within 20 miles above, it being understood that the embalming shall be done at a place approved by the station surgeon or the general hospital, or a representative of the Quartermaster General. The embalming will

be done at the Contractor's establishment, however, it may be done at the surgeon or the general hospital, if the Contractor is so directed by the station surgeon or the general hospital. (b) Washing body with antiseptic solution when required. (c) Closing eyes.—a normal lifelike appearance. (d) Embalming body in general three days, requires special attention.

(7)

STEP I — P & C OFFICER FILLS IN MILEAGE RADIUS ON PAGE 8 OF BURIAL CONTRACT

#### CERTIFICATION

"I CERTIFY that I, personally, have inspected the samples of all supplies the Contractor proposes to furnish under this contract and find them to be in accordance with the specifications attached hereto; that I, personally, have inspected the Contractor's establishment, facilities, including the preparation room where his embalming is done, business reputation, qualifications and consider him to be properly qualified, his facilities adequate, and his personnel sufficiently experienced to perform this contract to a satisfactory conclusion."

"I CERTIFY that I, personally, have investigated the establishment, facilities, including the preparation room where his embalming is done, business reputation, qualifications and consider him to be properly qualified, his facilities adequate, and his personnel sufficiently experienced to perform this contract to a satisfactory conclusion."

To be executed on every contract.

STEP III  
CERTIFICATION BY  
SURGEON (Page 12)

STEP IV  
CERTIFICATION BY  
P & C OFFICER (Page 12)

*Frank Smith*  
(Name)  
1st Lieut., QMC, P & C Officer  
(Title—Contracting Officer)

*H. A. Brown*  
(Name)  
Captain, MC, Surgeon  
(Title—Surgeon)

Figure 25—Continued.



**CHECK LIST FOR INSPECTION OF FUNERAL DIRECTORS'  
ESTABLISHMENTS PRIOR TO AWARD OF UNIFORM  
BURIAL CONTRACT**

1. Investigate establishment as to appearance, upkeep and location. See that it is a reputable, well-established neighborhood where funeral services befitting a member of the Armed Forces may be held.
2. Investigate the business reputation and financial standing of the firm. Usually bank or city credit associations and wholesale suppliers can provide this information.
3. Investigate the facilities and equipment to ascertain that:
  - a. Preparation room is clean and that there is sufficient sanitary equipment. i.e., instruments, water connections, operating table (not collapsible), waste disposal facilities.
  - b. Chapel, reposing or slumber rooms present an appearance of attention to upkeep, and that there are catafalques, church trucks, and equipment for Catholic, Protestant, and Hebrew services.
  - c. The number of employees of the firm (and the number which may be obtained in an emergency from other local funeral homes) is sufficient to care for the maximum expectancy of deaths in addition to their normal business.
  - d. The establishment has a sufficient stock of caskets, metal liners, embalming fluids and other supplies needed to properly embalm and prepare a body. Examine samples of casket, liners and shipping cases the funeral director proposes to furnish under contract to see if they conform to specifications. Determine whether bidder has a display room containing a variety of caskets for civilian trade in addition to those shown for use under contract.
  - e. Employees, particularly those who are professional embalmers, are qualified and licensed where required.
  - f. The establishment has either through outright ownership or rental agreements suitable rolling stock (hearse, limousine, etc.) and in sufficient quantity to satisfy contract requirements.
  - g. The bidder understands the minimum preservative measures to be taken under the Uniform Burial Contract for class B & C cases. This does not preclude the use of a better technique in lieu thereof.



# INVITATION, BID, INSPECTION AND

Chart 14

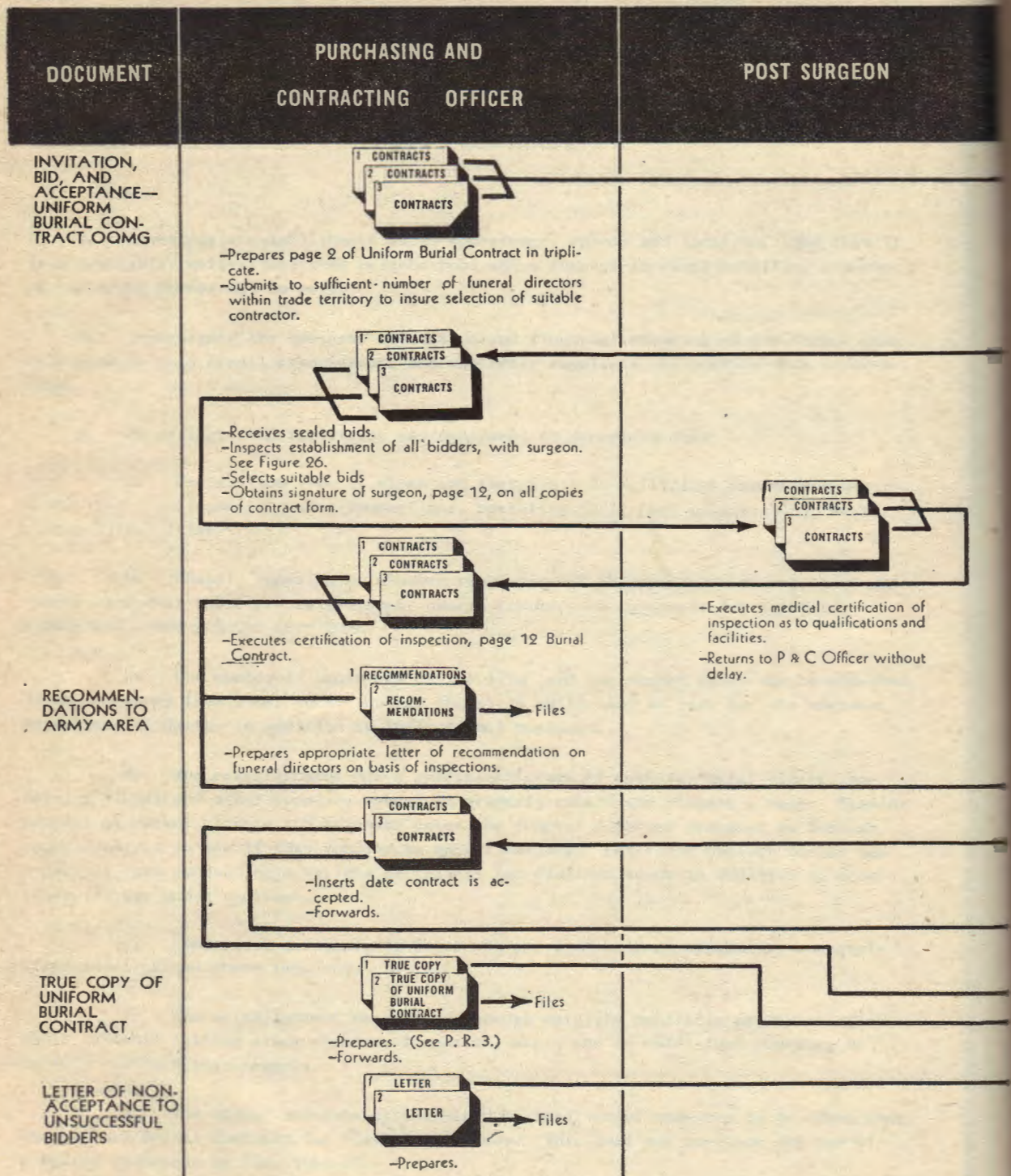


Chart 14. Invitation, Bid, Inspection and Acceptance of Uniform Burial Contracts.



## ACCEPTANCE OF UNIFORM BURIAL CONTRACTS

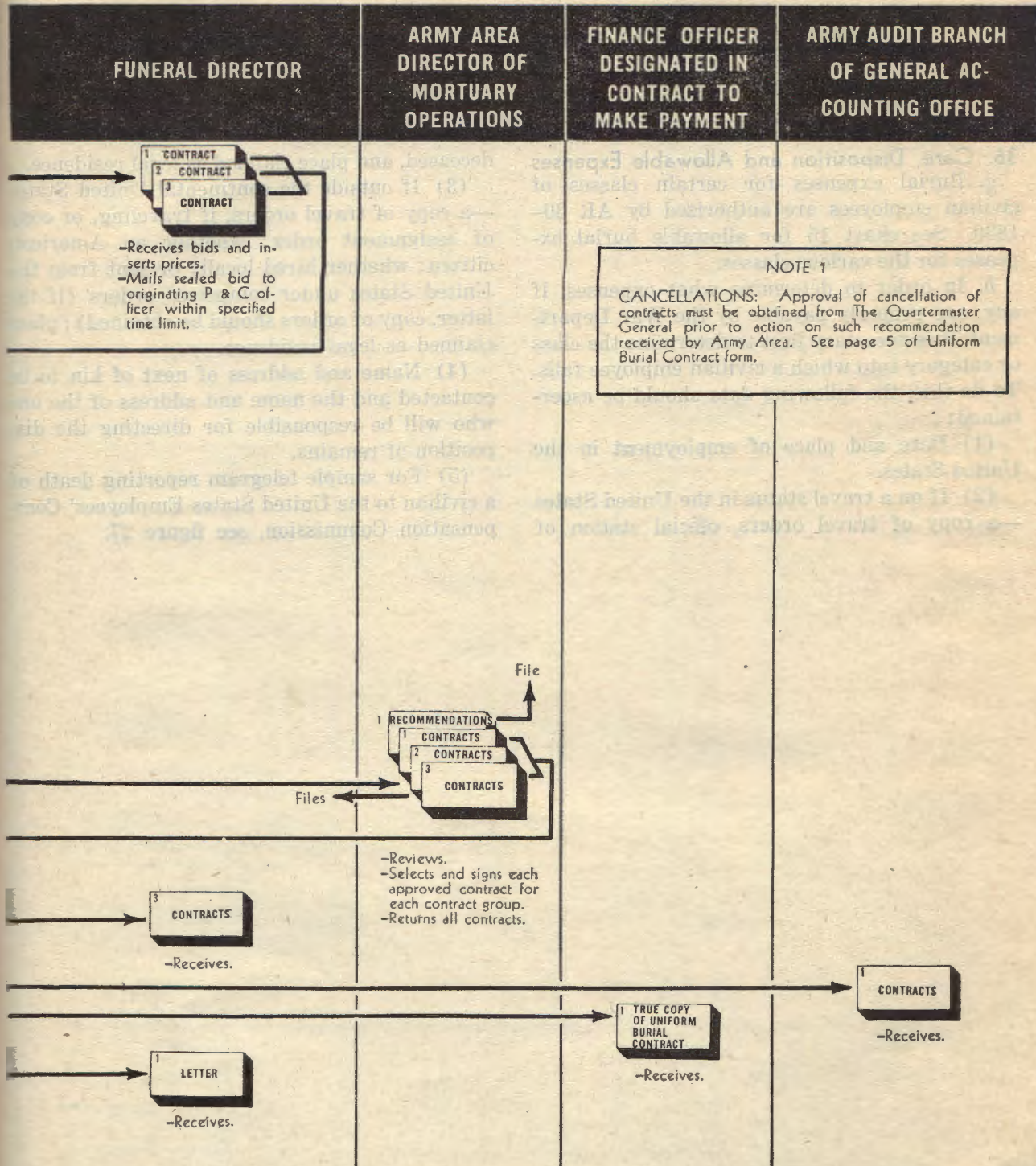


Chart 14—Continued.



## SECTION X

### PROCEDURE FOR DECEASED CIVILIAN EMPLOYEES

#### 36. Care, Disposition and Allowable Expenses

a. Burial expenses for certain classes of civilian employees are authorized by AR 30-1830. See chart 15 for allowable burial expenses for the various classes.

b. In order to determine what expenses, if any, are properly payable by the War Department, it is necessary first to determine the class or category into which a civilian employee falls. To do this, the following data should be ascertained:

(1) Date and place of employment in the United States.

(2) If on a travel status in the United States—a copy of travel orders, official station of

deceased, and place claimed as legal residence.

(3) If outside the continental United States—a copy of travel orders, if traveling, or copy of assignment order; whether an American citizen; whether hired locally or sent from the United States under competent orders (if the latter, copy of orders should be obtained); place claimed as legal residence.

(4) Name and address of next of kin to be contacted and the name and address of the one who will be responsible for directing the disposition of remains.

(5) For sample telegram reporting death of a civilian to the United States Employees' Compensation Commission, see figure 27.



**CLO**  
Authorized  
military pe  
no issue  
ized (AR

Same as for

See C (1) (

See D (1) c

THE  
EX  
ing  
for

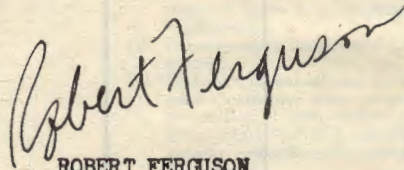
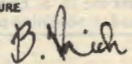
And



## FOR DECEASED CIVILIAN EMPLOYEES

| <b>(3)<br/>CLOTHING</b><br><small>Authorized—same as for military personnel, except no issue clothing authorized (AR 30-1830).</small>   | <b>(4)<br/>FLAG</b><br><small>Not authorized.</small> | <b>(5)<br/>RECOVERY</b><br><small>Authorized, same as for military personnel. (AR 30-1830).</small> | <b>(6)<br/>INTERMENT EXPENSES</b><br><small>Same as for military personnel (AR 30-1830).</small> | <b>(7)<br/>CREMATION</b><br><small>Same as for military personnel (AR 30-1830).</small> |
|--|---|---|--|---|
| Same as for A (3) above.   | Not authorized.                                       | Same as for A (5) above.  | Same as for A (6) above.   | Same as for A (7) above.  |
| See C (1) (c).   | Not authorized.                                       | Not authorized.   | Not authorized.  | See C (1) (b).  |
| See D (1) (c).   | Not authorized.                                       | Not authorized.   | Not authorized.  | See D (1) (b).  |
| <b>THIS IS UNDER THE JURISDICTION OF THE U. S. EMPLOYEES' COMPENSATION COMMISSION, AND PAYMENT OF BURIAL EXPENSES IS COVERED BY REGULATIONS PRESCRIBED BY THAT COMMISSION.</b> In such cases the Commanding Officer of the installation will advise the next of kin to contact the U. S. Employees' Compensation Commission, 285 Madison Avenue, New York, N. Y., for information as to the procedure to be followed in obtaining payment of any allowable expenses (figure 27). |   |   |  |   |
| <b>ALL EXPENSES ARE THE RESPONSIBILITY OF THE NEXT OF KIN,</b> and the Commanding Officer has no responsibility other than to notify the emergency addressee or next of kin to take charge of the remains, and assist the next of kin, as required, in effecting necessary disposition arrangements.   |   |   |  |   |
|  |   |   |  |   |



|  |                            |  |   |                           |                   |             |  |
|--|----------------------------|--|---|---------------------------|-------------------|-------------|--|
| MESSAGEFORM  |                            | MESSAGE CENTER NO.                             | TRANSMITTING MEANS  | CRYPTOGRAPH OR CLEAR TEXT |                   |             |  |
| CALLS<br>V   | STA. SER. NO.<br>NR        | PRECEDENCE                                     | TRANSMISSION INSTRUCTIONS   | ORIGINATOR                | DATE-TIME GROUP   |             |  |
| ACTION   | INFORMATION                |  | EXEMPT  | OPERATING SIGNALS         | GROUP COUNT<br>OR |             |  |
| SPACE ABOVE FOR SIGNAL CENTER ONLY   |                            |  |   |                           |                   |             |  |
| FROM: (Originator) FERGUSON CO BOLLING FIELD<br>WASHINGTON D C   |                            |  | SECURITY CLASSIFICATION   |                           |                   |             |  |
| ACTION TO:<br>• U S EMPLOYEES COMPENSATION COMMISSION<br>285 MADISON AVENUE<br>• NEW YORK N Y  |                            |  | PRECEDENCE FOR  |                           |                   |             |  |
|  |                            |  | ACTION  |                           |                   | INFORMATION |  |
|  |                            |  | <input type="checkbox"/> ORIGINAL MESSAGE<br>REFERS TO ANOTHER MESSAGE<br>IDENTIFICATION CLASSIFICATION |                           |                   |             |  |
| INFORMATION TO:  |                            |  |   |                           |                   |             |  |
| REPORTING DEATH OF JAMES H WHITE CIVILIAN AIRCRAFT ENGINEER AT ABOUT NOON<br>MARCH 28 AS RESULT OF ARMY AIRCRAFT ACCIDENT AT ANACOSTIA D C STOP KILLED<br>IN TRAVEL STATUS AND IN PERFORMANCE OF OFFICIAL DUTY STOP REQUEST AUTHORITY<br>TO SHIP REMAINS TO HARTFORD CONNECTICUT STOP INCLUDE COMPLETE INSTRUCTIONS STOP<br>REPLY BY RETURN WIRE TO MAJOR A M HOWARD PERSONAL AFFAIRS OFFICER STOP END |                            |  |   |                           |                   |             |  |
| <br>ROBERT FERGUSON<br>COLONEL AC<br>COMMANDING   |                            |  |   |                           |                   |             |  |
| SECURITY CLASSIFICATION<br>UNCL  |                            |  | AUTHORIZATION   |                           |                   |             |  |
| ORIGINATING AGENCY   |                            |  | SIGNATURE<br>        |                           |                   |             |  |
| SYMBOL   | DATE-TIME GROUP<br>281300Z | OFFICIAL TITLE<br>B RICH 1st LT AC<br>ADJUTANT | PAGE OF   |                           |                   |             |  |

WD AGO FORM 11-168  
15 JUN 1945

This form supersedes WD AGO Form 11-168, 23 Aug 44,  
and WD AGO Form 801, 12 Mar 43, which are obsolete.

16-48801-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 27. Telegram Reporting Death to U. S. Employees' Compensation Commission.

37. C  
a. T  
over a  
affects  
Person  
20-30)  
b. T  
of cas  
mary  
and a  
person  
lost on  
Operat  
ationa  
person  
in this  
nished  
pliance  
tion a  
herein  
c. I  
failure  
next c  
made  
Secur  
d. I  
aircra  
be re  
grade  
or un  
cated  
person  
to not  
gency  
person  
accide  
jured  
surge  
e.  
trans  
Each



## SECTION XI

### PROCEDURES PECULIAR TO ARMY AIR FORCES

#### 37. Casualty Reporting

a. The responsibility for staff supervision over all casualty reporting procedure, as it affects Army Air Forces personnel, belongs to Personal Affairs Officers (AAF Regulation 20-30).

b. The medical officer is an invaluable source of casualty information. Operations is a primary source for acquiring prompt, complete, and accurate casualty information regarding personnel involved in aircraft accidents and in lost or overdue aircraft. The responsibility of Operations (Flying Safety) to make operational reports is not to be confused with the personnel-reporting responsibility referred to in this manual. Accident information to be furnished by Operations or Flying Safety, in compliance with AAF Regulation 62-14, is in addition and *not in lieu* of information required herein.

c. In no instance will matériel or personnel failure be mentioned to emergency addressee or next of kin until proper clearance has been made through Flying Safety, Intelligence and Security Officers.

d. If only part of the personnel aboard an aircraft are found to be dead, the survivors will be reported in all casualty reports by name, grade and Army serial number. The injured or uninjured status of personnel will be indicated for the purpose of accounting for all persons aboard the aircraft. It is desirable also to notify, in an expeditious manner, the emergency addressees of all injured and uninjured personnel who might have been involved in the accident. Any mention of the *condition* of injured personnel must be cleared with the base surgeon.

e. To insure receipt, all casualty messages transmitted will be numbered consecutively. Each supplemental report referring to an in-

dividual case will bear the number of the original notification. For example, a telegram reporting supplemental information will be preceded by "Supplemental to Casualty Report No. 6, 11 February 1945."

f. Notification of fact of death, full name of deceased, grade, Army serial number, organization; date, place, and cause of death; and name, address and relationship of emergency addressee will be furnished to the following:

- (1) Finance Officer. (Letter should be addressed to Disbursing Officer with distribution thereon designated.)
- (2) Post Surgeon.
- (3) Quartermaster.
- (4) Public Relations.
- (5) Chaplain.
- (6) Director, Administrative Services.
- (7) Unit Personnel.
- (8) Officers or Enlisted Sub-Section, Personnel.
- (9) Classification Officer.
- (10) Director, Supply and Services.
- (11) Ordnance Officer.
- (12) Air Corps Supply.
- (13) Chemical Corps.
- (14) Immediate Commanding Officer.
- (15) Summary Court.
- (16) Officers or NCO Club.
- (17) Billeting Officer.
- (18) Postal Officer.
- (19) Statistical Control.
- (20) Director of Operations.
- (21) Intelligence and Security.
- (22) Ground and/or Flying Safety.
- (23) Personnel Services.
- (24) American Red Cross.

g. For further information on casualty reporting, see paragraph 4 of this manual and figures 28 through 36.



| PERSONAL AFFAIRS OFFICER'S DEATH CHECK LIST   |                    |               |                       |
|---|--------------------|---------------|-----------------------|
| Name  | Grade              | ASN           | Date of Birth         |
| Unit  | Date of Death      | Time          | Place                 |
| Cause of Death  |                    | Length of Sv  | Date entered          |
| Line of Duty  | Misconduct         | Flying Status | Qualified for Add Pay |
| Emergency Addressee (Name)  | Relationship       | Address       |                       |
| Beneficiary (Name)  | Relationship       | Address       |                       |
| Type and number of aircraft   | Nature of accident |               |                       |
| ACTION TO BE TAKEN  | DATE               | REMARKS       |                       |
| 1. Obtain verification of death   |                    |               |                       |
| 2. Notify emergency addressee   |                    |               |                       |
| 3. Notify the Adjutant General  |                    |               |                       |
| 4. Notify CG, AAF, Attn: AFPPS-6  |                    |               |                       |
| 5. Notify other required echelons   |                    |               |                       |
| 6. Notify Finance Officer and all other department heads concerned  |                    |               |                       |
| 7. Prepare letter designating Summary Court and investigating officer (If required) and escort            |                    |               |                       |
| 8. Instruct Military escort   |                    |               |                       |
| 9. Insure that WD AGO Form 80-S has been forwarded  |                    |               |                       |
| 10. Insure that QM and/or contract undertaker are advised when and where to ship remains                  |                    |               |                       |
| 11. Insure that emergency addressee and funeral home are notified of time and place of arrival of remains |                    |               |                       |
| 12. Advertise in daily bulletin and/or post newspaper for money or property due or debts payable          |                    |               |                       |
| 13. Prepare letter of sympathy  |                    |               |                       |
| 14. Coordinate and expedite closing and forwarding of decedent's records and personal effects             |                    |               |                       |
| REMARKS   |                    |               |                       |

WD AGO FORM R-5509  
30 MAY 1947

Figure 28. War Department AGO Form R-5509, (Personal Affairs Officer's Death Check List).



|                |                         |                    |                           |                           |                       |
|----------------|-------------------------|--------------------|---------------------------|---------------------------|-----------------------|
| MESSAGEFORM    |                         | MESSAGE CENTER No. | TRANSMITTING MEANS        | CRYPTOGRAPH OR CLEAR TEXT |                       |
| CALLS<br><br>V | STA. SER. No.<br><br>NR | PRECEDENCE         | TRANSMISSION INSTRUCTIONS | ORIGINATOR                | DATE-TIME GROUP       |
| ACTION         |                         | INFORMATION        | EXEMPT                    | OPERATING SIGNALS         | GROUP COUNT<br><br>02 |

|  |   |
|--|---|
| SPACE ABOVE FOR SIGNAL CENTER ONLY                                   |   |
| FROM: (Originator)<br>ECKHART GEORGE FIELD ILLINOIS                  | SECURITY CLASSIFICATION   |
| ACTION TO:<br><br>COMMANDING OFFICER<br>40TH. AAF BU<br>NEW YORK N Y | PRECEDENCE FOR<br>ACTION                      INFORMATION                       |
|  | <input type="checkbox"/> ORIGINAL MESSAGE                                       |
|  | REFERS TO ANOTHER MESSAGE<br>IDENTIFICATION                      CLASSIFICATION |

INFORMATION TO:

CONFIRMING OUR TELCON RE FATAL AND FINAL STATUS CAPT WILLIAM EVANS BLISS  
 0570066 YOUR STATION RESULT ARMY AIRCRAFT ACCIDENT THIS FIELD 1400 THIS  
 DATE THIS STATION ASSUMING JURISDICTION STOP REMAINS NOW BEING PREPARED AT  
 NASH AND STURN FUNERAL HOME GRAYVILLE ILLINOIS STOP REQUEST YOU NOTIFY  
 EMERGENCY ADDRESSEE IMMEDIATELY ALSO FURNISH REQUIRED REPORT TO TAG AND  
 CG AAF AND VERIFY BY TWX THIS ACTION COMPLETED STOP FURNISH FOLLOWING  
 INFO IMMEDIATELY VIA PRIORITY TWX NAME ADDRESS RELATIONSHIP EMERGENCY  
 ADDRESSEE DESIRED DISPOSITION REMAINS INCLUDING NAME AND ADDRESS OF UNDERTAKER  
 AND DESIRED DISPOSITION OF PERSONAL EFFECTS YOUR DESIRE RE. FURNISHING ESCORT  
 TOGETHER WITH NAME GRADE ROUTE AND ETA OF ESCORT IF PROVIDED BY YOUR STATION  
 STOP ALSO FURNISH ALL OTHER AVAILABLE DETAILS REQUIRED FOR SURGEON THIS HQ  
 TO COMPLETE STANDARD CERTIFICATE OF DEATH STOP THIS HQ WILL ADVISE EMERGENCY  
 ADDRESSEE UNDERTAKER AND YOUR STATION RE ETA OF REMAINS END SIGNED DELUCIA

*Rutherford A Eckhart*  
 RUTHERFORD A ECKHART  
 COLONEL AC  
 COMMANDING

|                         |                 |                                  |    |
|-------------------------|-----------------|----------------------------------|----|
| SECURITY CLASSIFICATION |                 | AUTHORIZATION                    |    |
| UNCL                    |                 | SIGNATURE<br><br><i>H. Unger</i> |    |
| ORIGINATING AGENCY      |                 | OFFICIAL TITLE                   |    |
| SYMBOL                  | DATE-TIME GROUP | H UNGER 1st LT AC                |    |
|                         | 122030Z         | ADJUTANT                         |    |
|                         |                 | PAGE                             | OF |

WD AGO FORM 11-168  
15 JUN 1943

This form supersedes WD AGO Form 11-168, 23 Aug 44,  
and WD AGO Form 801, 12 Mar 43, which are obsolete.

16-48801-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 29. Teletype to Home Station When Deceased is Absent or Detached.



**38. Missing Personnel Within the United States**  
The information in this paragraph will apply to persons missing on an aircraft flight from a station within the United States to a destination within or without the limits of the States of the United States.

*a. PROCEDURES AT STATION OF DEPARTURE.*  
Upon determination that any person subject to military law is missing while on an aircraft flight, the personal affairs officer of the station of departure will assist the commanding officer as follows:

(1) Report to the home station of each individual in the overdue aircraft by telephone or most expeditious means of communication, requesting the home station to notify emergency addressees. Keep these home stations advised daily by telegraph, teletype, or radio of the progress of the search, or as often as new developments occur. (See fig. 30.)

(2) Notify by "multiple address message" The Adjutant General and Commanding General, Army Air Forces (fig. 31) giving pertinent information as follows:

(a) Full names of crew members and passengers.

(b) Grades and Army serial numbers.

(c) Unit, organization, and home station of the persons missing.

(d) Date and hour from which missing.

(e) Place, time of departure, and intended destination.

(f) Flying pay status.

(g) Brief report of circumstances.

(h) A statement that the home station has been notified and requested to notify emergency addressees of each occupant of the missing aircraft.

(3) In the event responsibility for the search of a missing aircraft is transferred to a station other than the station of departure, notify by teletype the Commanding General, Army Air Forces, and The Adjutant General of such transfer. (See fig. 32.)

*b. PROCEDURES AT STATION CONDUCTING SEARCH.* (1) *When search is being conducted*, the personal affairs officer will assist the commanding officer of the station conducting the search in keeping the home stations of missing personnel advised (by teletype, telephone, or

radio) of the progress of the search daily, or as often as new developments occur.

(2) *When organized search has been completed*, a report will be made by teletype to the Commanding General, Army Air Forces, The Adjutant General, and the home station of each occupant of the missing aircraft, stating whether the missing personnel are to be continued in a missing status or reported as dead, and in addition, giving a detailed report of attending circumstances and extent of search. *Statements such as "believed to be dead" or "may be dead" will not be reported.* (See fig. 33.)

(3) *When status is changed from "missing" to "dead."* The commanding officer of the station conducting the search has the right and duty to change the status from "missing" to "dead" when there is reasonably conclusive evidence of death or where there are circumstances which lead to no other logical conclusion.

(4) *When the aircraft casualties or survivors are subsequently located*, the agencies mentioned in *b* (2) above will be so notified by the most expeditious means available.

*c. PROCEDURES AT HOME STATION.* (1) *When personnel are classified "missing,"* the personal affairs officer will assist the commanding officer as follows:

(a) Expedite notification of emergency addressees of missing persons including information that further details will be furnished as they become available. (See fig. 34.)

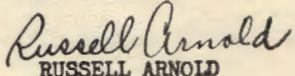
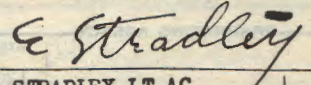
(b) Follow up these messages as further information becomes available. Emergency addressees will be informed each day, if possible, or as often as new developments occur, as to the progress of the search.

(c) Prepare Air Crew Casualty Report in quadruplicate. (See par. 39.)

(2) *When organized search has been completed.* (a) Notify the emergency addressees that organized search has been completed, outlining steps taken to locate the "missing aircraft," and state that future reports will be investigated. (See fig. 35.)

(b) Notify The Adjutant General and Commanding General, Army Air Forces, that search has been completed, including in this notifi-



|   |                         |                                |   |                           |                       |
|---|-------------------------|--------------------------------|---|---------------------------|-----------------------|
| MESSAGEFORM   |                         | MESSAGE CENTER NO.             | TRANSMITTING MEANS  | CRYPTOGRAPH OR CLEAR TEXT |                       |
| CALLS<br><br>V  | STA. SER. NO.<br><br>NR | PRECEDENCE                     | TRANSMISSION INSTRUCTIONS   | ORIGINATOR                | DATE-TIME GROUP       |
| ACTION  |                         | INFORMATION                    | EXEMPT  | OPERATING SIGNALS         | GROUP COUNT<br><br>02 |
| SPACE ABOVE FOR SIGNAL CENTER ONLY  |                         |                                |   |                           |                       |
| FROM: (Originator)<br><br>ARNOLD SCOTT FIELD ILLINOIS   |                         |                                | SECURITY CLASSIFICATION<br><br>UNCL   |                           |                       |
| ACTION TO:  |                         |                                | PRECEDENCE FOR  |                           |                       |
| <ul style="list-style-type: none"> <li>• COMMANDING OFFICER</li> <li>• BOWMAN FIELD</li> <li>• LOUISVILLE KENTUCKY</li> </ul>   |                         |                                | ACTION INFORMATION  |                           |                       |
|   |                         |                                | ROUTINE   |                           |                       |
|   |                         |                                | <input type="checkbox"/> ORIGINAL MESSAGE   |                           |                       |
| INFORMATION TO:   |                         |                                | REFERS TO ANOTHER MESSAGE   |                           |                       |
|   |                         |                                | IDENTIFICATION CLASSIFICATION   |                           |                       |
| <p>A-20 #45-2425 IS MISSING SINCE DEPARTURE FROM SCOTT FIELD ILLINOIS AT 1205 CST</p> <p>11 FEBRUARY 1945 EN ROUTE MEMPHIS TENNESSEE ETA MEMPHIS MUNICIPAL AIRPORT 1355 PD</p> <p>NO RADIO CONTACT SINCE DEPARTURE PD PERSONNEL ABOARD CLN 1ST LT ALEXANDER PETER</p> <p>JONES 0570048 PILOT SMCLN 2ND LT WILLIAM C YOUNG 01004843 NAVIGATOR SMCLN STAFF</p> <p>SERGEANT ALVIN GUSTAV STEIN 16749555 AERIAL ENGINEER PD AIRCRAFT HAD NINE HOURS</p> <p>FUEL PD ORGANIZED SEARCH HAS BEEN INSTIGATED PD REPORTS OF PROGRESS WILL BE MADE PD</p> <p>REQUEST EMERGENCY ADDRESSEES OF CREW BE NOTIFIED IMMEDIATELY END</p> <div style="text-align: right; margin-top: 20px;"> <br/> RUSSELL ARNOLD<br/> COLONEL AC<br/> COMMANDING </div> |                         |                                |   |                           |                       |
| SECURITY CLASSIFICATION<br><br>UNCL   |                         |                                | AUTHORIZATION   |                           |                       |
| ORIGINATING AGENCY  |                         |                                | SIGNATURE<br><br> |                           |                       |
| SYMBOL  |                         | DATE-TIME GROUP<br><br>120830Z | OFFICIAL TITLE<br><br>E STRADLEY LT AC<br>ADJUTANT  |                           | PAGE OF               |

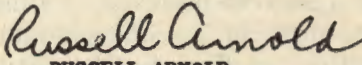
WD AGO FORM 11-168  
15 JUN 1943

This form supersedes WD AGO Form 11-168, 23 Aug 44,  
and WD AGO Form 801, 12 Mar 43, which are obsolete.

16-45801-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 30. Telegram from station of departure to home station within the states.



|   |                     |                            |   |                           |                   |                                  |  |
|---|---------------------|----------------------------|---|---------------------------|-------------------|----------------------------------|--|
| MESSAGEFORM   |                     | MESSAGE CENTER NO.         | TRANSMITTING MEANS  | CRYPTOGRAPH OR CLEAR TEXT |                   |                                  |  |
| CALLS<br>V  | STA. SER. NO.<br>NR | PRECEDENCE                 | TRANSMISSION INSTRUCTIONS   | ORIGINATOR                | DATE-TIME GROUP   |                                  |  |
| ACTION  |                     | INFORMATION                |   | EXEMPT                    | OPERATING SIGNALS |                                  |  |
|   |                     |                            |   |                           | GROUP COUNT<br>81 |                                  |  |
| SPACE ABOVE FOR SIGNAL CENTER ONLY  |                     |                            |   |                           |                   |                                  |  |
| FROM: (Originator)<br>ARNOLD SCOTT FIELD ILLINOIS   |                     |                            | SECURITY CLASSIFICATION   |                           |                   |                                  |  |
| ACTION TO:<br><ul style="list-style-type: none"> <li>• TAG WASH D C</li> <li>• CG AAF WASH D C ATTN AFPPA-8</li> <li>• CG ATC WASH D C ATTN PAD</li> </ul>  |                     |                            | PRECEDENCE FOR  |                           |                   |                                  |  |
|   |                     |                            | ACTION  |                           |                   | INFORMATION                      |  |
|   |                     |                            | <input type="checkbox"/> ORIGINAL MESSAGE<br><input type="checkbox"/> REFERS TO ANOTHER MESSAGE |                           |                   | IDENTIFICATION<br>CLASSIFICATION |  |
| INFORMATION TO:   |                     |                            |   |                           |                   |                                  |  |
| <p>A-20 #45-2425 IS MISSING SINCE DEPARTURE FROM SCOTT FIELD ILLINOIS AT 1205 CST 11 FEBRUARY 1945 EN ROUTE MEMPHIS TENNESSEE ETA MEMPHIS MUNICIPAL AIRPORT 1355 STOP NO RADIO CONTACT WITH AIRCRAFT SINCE DEPARTURE STOP AIRCRAFT HAD NINE HOURS FUEL STOP HOME STATION REQUESTED TO NOTIFY EMERGENCY ADDRESSEES STOP ALL PERSONNEL MEMBERS 554TH AAF BASE UNIT SEC B FLT 3 FOLLOW CLN PILOT FIRST LIEUTENANT ALEXANDER PETER JONES 0570048 NAVIGATOR SECOND LIEUTENANT WILLIAM C YOUNG 01004843 AERIAL ENGINEER STAFF SERGEANT ALVIN GUSTAV STEIN 16749555 SIGNED LITTLE</p> <div style="text-align: right; margin-top: 20px;"> <br/>             RUSSELL ARNOLD<br/>             COLONEL AC<br/>             COMMANDING           </div> |                     |                            |   |                           |                   |                                  |  |
| SECURITY CLASSIFICATION<br>UNCL   |                     |                            | AUTHORIZATION   |                           |                   |                                  |  |
| ORIGINATING AGENCY  |                     |                            | SIGNATURE<br>E Stradley   |                           |                   |                                  |  |
| SYMBOL  |                     | DATE-TIME GROUP<br>120830Z | OFFICIAL TITLE<br>E STRADLEY 1st LT AC<br>ADJUTANT  |                           | PAGE OF           |                                  |  |

WD AGO FORM 11-168  
15 JUN 1945

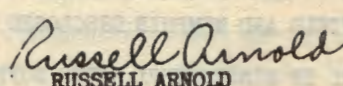
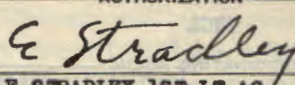
This form supersedes WD AGO Form 11-168, 28 Aug 44, and WD AGO Form 801, 12 Mar 43, which are obsolete.

16-48801-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 31. Telegram to the Adjutant General and Commanding General, Army Air Forces, reporting missing aircraft.

|                                   |
|-----------------------------------|
| MES                               |
| ACTION                            |
| FROM: (Originator)                |
| ACTION TO:                        |
| INFORMATION                       |
| A-20 #45-2425                     |
| ROUTE MEMPHIS                     |
| ORGANIZATION                      |
| TENN PD                           |
| SYMBOL                            |
| WD AGO FORM 11-168<br>15 JUN 1945 |



|   |                     |  |   |                           |                   |
|---|---------------------|--|---|---------------------------|-------------------|
| MESSAGEFORM   |                     | MESSAGE CENTER NO.                                 | TRANSMITTING MEANS  | CRYPTOGRAPH OR CLEAR TEXT |                   |
| CALLS<br>V  | STA. SER. NO.<br>NR | PRECEDENCE   | TRANSMISSION INSTRUCTIONS   | ORIGINATOR                | DATE-TIME GROUP   |
| ACTION  |                     | INFORMATION  | EXEMPT  | OPERATING SIGNALS         | GROUP COUNT<br>88 |
| SPACE ABOVE FOR SIGNAL CENTER ONLY  |                     |  |   |                           |                   |
| FROM: (Originator)<br>ARNOLD CO SCOTT FIELD ILLINOIS  |                     |  | SECURITY CLASSIFICATION<br>UNCL   |                           |                   |
| ACTION TO:<br>• CG AAF WASH D C ATTN AFPPA-8<br>TAG WASH D C  |                     |  | PRECEDENCE FOR<br>ACTION INFORMATION  |                           |                   |
|   |                     |  | ROUTINE   |                           |                   |
|   |                     |  | <input type="checkbox"/> ORIGINAL MESSAGE   |                           |                   |
| INFORMATION TO:   |                     |  | REFERS TO ANOTHER MESSAGE   |                           |                   |
|   |                     |  | IDENTIFICATION CLASSIFICATION   |                           |                   |
| <p>A-20 #45-2425 MISSING SINCE DEPARTURE FROM SCOTT FIELD AT 1205 CST 11 FEB 45 EN<br/> ROUTE MEMPHIS TENN ETA MEMPHIS MUNICIPAL AIRPORT 1355 PD RESPONSIBILITY FOR FURTHER<br/> ORGANIZED SEARCH TRANSFERRED AT 1200 THIS DATE TO DYERSBURG ARMY AIR BASE DYERSBURG<br/> TENN PD CO DYERSBURG AAB NOTIFIED AND REQUESTED TO MAKE ALL FURTHER REPORTS END</p> <div style="text-align: right; margin-top: 20px;"> <br/> <b>RUSSELL ARNOLD</b><br/> COLONEL AC<br/> COMMANDING </div> |                     |  |   |                           |                   |
| SECURITY CLASSIFICATION<br>UNCL   |                     |  | AUTHORIZATION   |                           |                   |
| ORIGINATING AGENCY  |                     | DATE-TIME GROUP<br>122030Z                         | SIGNATURE<br> |                           | PAGE OF           |
| SYMBOL  |                     | OFFICIAL TITLE<br>E STRADLEY 1ST LT AC<br>ADJUTANT |   |                           |                   |

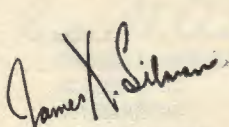
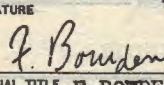
WD AGO FORM 11-168  
15 JUN 1945

This form superseded WD AGO Form 11-168, 23 Aug 44,  
and WD AGO Form 801, 12 Mar 43, which are obsolete.

16-48801-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 32. Telegram reporting transfer of responsibility for search.



|  |                            |  |   |                           |                   |
|--|----------------------------|--|---|---------------------------|-------------------|
| MESSAGEFORM  |                            | MESSAGE CENTER NO.                               | TRANSMITTING MEANS  | CRYPTOGRAPH OR CLEAR TEXT |                   |
| CALLS<br>V   | STA. SER. NO.<br>NR        | PRECEDENCE                                       | TRANSMISSION INSTRUCTIONS   | ORIGINATOR                | DATE-TIME GROUP   |
| ACTION   | INFORMATION                |  | EXEMPT  | OPERATING SIGNALS         | GROUP COUNT<br>00 |
| SPACE ABOVE FOR SIGNAL CENTER ONLY   |                            |  |   |                           |                   |
| FROM: (Originator)<br>SILMAN DAAB DYERSBURG TENN   |                            |  | SECURITY CLASSIFICATION<br>UNCL   |                           |                   |
| ACTION TO:<br><ul style="list-style-type: none"> <li>• CO BOWMAN FIELD, LOUISVILLE KY ATTN PAO</li> <li>• CG AAF WASH D C ATTN AFPPA-8</li> <li>• TAG WASH D C</li> </ul>  |                            |  | PRECEDENCE FOR  |                           |                   |
|  |                            |  | ACTION  |                           |                   |
|  |                            |  | INFORMATION   |                           |                   |
|  |                            |  | ROUTINE   |                           |                   |
| INFORMATION TO:  |                            |  | <input type="checkbox"/> ORIGINAL MESSAGE   |                           |                   |
|  |                            |  | REFERS TO ANOTHER MESSAGE   |                           |                   |
|  |                            |  | IDENTIFICATION  |                           |                   |
|  |                            |  | CLASSIFICATION  |                           |                   |
| <p>SEARCH HAS BEEN COMPLETED FOR A-20 #45-2425 MISSING EN ROUTE SCOTT FIELD ILLINOIS TO MEMPHIS TENN SINCE 1205 CST 11 FEB 45 PD CREW CLN FIRST LT ALEXANDER PETER JONES 0570048 PILOT SMCLN SECOND LT WILLIAM C YOUNG 01004843 NAVIGATOR SMCLN STAFF SERGEANT ALVIN GUSTAV STEIN 16749555 AERIAL ENGINEER SMCLN ALL ARE TO BE CONTINUED IN A MISSING STATUS PD PAREN OR-----ALL ARE DEAD PD SEARCH OF THE AREA BETWEEN SCOTT FIELD AND MEMPHIS DISCLOSED BITS OF WRECKAGE OF AN AIRCRAFT NEAR JACKSON MISSOURI IN MISSISSIPPI RIVER SUFFICIENT TO POSITIVELY IDENTIFY IT AND TO ESTABLISH THAT THE AIRCRAFT CRASHED INTO THE RIVER IN SUCH A MANNER AS TO PRECLUDE THE SURVIVAL OF CREW PAREN END</p> <div style="text-align: right; margin-top: 20px;"> <br/> <b>JAMES X SILMAN</b><br/>         COLONEL AC<br/>         COMMANDING       </div> |                            |  |   |                           |                   |
| SECURITY CLASSIFICATION<br>UNCL  |                            |  | AUTHORIZATION   |                           |                   |
| ORIGINATING AGENCY   |                            |  | SIGNATURE<br> |                           |                   |
| SYMBOL   | DATE-TIME GROUP<br>182030Z | OFFICIAL TITLE<br>F BOWDEN 1ST LT AC<br>ADJUTANT | PAGE OF   |                           |                   |

WD AGO FORM 11-168  
15 JUN 1945

This form supersedes WD AGO Form 11-168, 23 Aug 44, and WD AGO Form 801, 12 Mar 43, which are obsolete.

16-45901-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 33. Telegram reporting search completed.

cation th  
for in pa

(c) If  
tinued in  
forwarded  
AR 345-

(d) V  
in a miss  
ing office  
ances tha  
of such p

(e) No  
be involv  
"missing"

(f) Ch  
assure th  
of the per

(g) If  
vivors, a  
emergenc  
and other  
fact, givi

(h) Up  
of missin  
on a ten  
affairs of  
licable, a  
the Unit  
manual.)

(3) W  
When the  
departure  
whichever  
are dead,  
as in sect

### 39. Air C

a. In a  
ports in a  
14, the p  
station o  
"dead" w  
Report in

b. With  
is official  
accident r  
report wil  
Command



cation the information substantially as called for in paragraph 38a (2).

(c) If the missing personnel are to be continued in a missing status, records will be forwarded in accordance with AR 345-125, AR 345-400 and TM 12-230.

(d) When such personnel are to be continued in a missing status, arrange with local disbursing officer for the payment of pay and allowances that may be authorized to the dependents of such personnel.

(e) Notify the department heads that will be involved in administrative matters of the "missing" status of personnel.

(f) Check with summary court officer to assure the prompt collection and safekeeping of the personal effects of the missing personnel.

(g) If notified that the casualties, or survivors, are subsequently located, inform the emergency addressees, local disbursing officer, and other interested department heads of such fact, giving full identifying information.

(h) Upon receipt of a determination of death of missing personnel outside the States while on a temporary duty mission, the personal affairs officer will proceed, so far as is practicable, as though death had occurred within the United States. (See section 4 of this manual.)

(3) *When personnel are reported dead.* When the commanding officer of the station of departure or the station conducting the search, whichever is responsible, reports that personnel are dead, casualty reports will be submitted as in section 2 of this manual.

### 39. Air Crew Casualty Reports

a. In addition to submitting necessary reports in accordance with AAF Regulation 62-14, the personal affairs officer of the home station of personnel reported "missing" or "dead" will prepare the Air Crew Casualty Report in quadruplicate. (See fig. 36.)

b. Within forty-eight hours after the aircraft is officially reported missing or involved in accident resulting in death, the original of the report will be forwarded (by air mail) to the Commanding General, Army Air Forces,

AFPPA-8, Washington, D. C. One copy will be sent to The Adjutant General and one through command channels to the Commanding General, Army Air Forces. The fourth copy will be kept in the files of the reporting organization. These reports will in all cases be classified RESTRICTED.

c. Operations is a source for acquiring casualty information regarding personnel on lost and overdue aircraft and on aircraft involved in accidents. The information received by Operations will be furnished the personal affairs officer as expeditiously as possible. It is of extreme importance that complete supporting statements of eyewitnesses and photographs, if available, accompany the original report. The names of *all* personnel aboard the aircraft will be listed on the report, irrespective of the number reported missing or dead, in order that Headquarters, Army Air Forces, may furnish such a list to nearest relatives when such time elapses that the information can safely be released. Information will also be furnished if certain of the crew members return to duty prior to transmittal of the report.

d. Particular attention is directed to the necessity for completing parts of the report which serve to indicate the location of the aircraft when last seen or heard from, and markings and serial numbers of equipment which will enable identification should wreckage be found. It is of extreme importance that all known information, even though not required on the form, should be attached to the original report or forwarded as soon as it becomes available. Information concerning nature and extent of damage to plane when last seen, the presence of fire, and approximate altitude should also be included when available. If the aircraft was seen to crash in water (ditched), supporting statements should indicate the distance from the nearest land.

e. If part of a missing crew returns during the 48-hour waiting period, the Air Crew Casualty Report will be held until such time as the casualty status of each crew member is established. The length of delay thus necessitated in submission of this report *should never exceed one week.*



|  |                                   |  |  |                           |                 |
|--|-----------------------------------|--|--|---------------------------|-----------------|
| <b>MESSAGEFORM</b>   |                                   | MESSAGE CENTER No.                                       | TRANSMITTING MEANS   | CRYPTOGRAPH OR CLEAR TEXT |                 |
| CALLS<br>V   | STA. SER. No.<br>NR               | PRECEDENCE   | TRANSMISSION INSTRUCTIONS  | ORIGINATOR                | DATE-TIME GROUP |
| ACTION   |                                   | INFORMATION  | EXEMPT   | OPERATING SIGNALS         | GROUP COUNT     |
| <div style="text-align: center;">SPACE ABOVE FOR SIGNAL CENTER ONLY</div>  |                                   |  |  |                           |                 |
| FROM: (Originator) <b>COMMANDING OFFICER BOWMAN FIELD<br/>LOUISVILLE KENTUCKY</b>  |                                   |  | SECURITY CLASSIFICATION<br><b>UNCL</b>   |                           |                 |
| ACTION TO:   |                                   |  | PRECEDENCE FOR   |                           |                 |
| <ul style="list-style-type: none"> <li>MRS MARY ELLEN STEIN</li> <li>1410 PRESTON AVENUE</li> <li>MADISON WISCONSIN</li> </ul>   |                                   |  | ACTION<br><b>ROUTINE</b>   |                           |                 |
| INFORMATION TO:  |                                   |  | <input type="checkbox"/> ORIGINAL MESSAGE<br>REFERS TO ANOTHER MESSAGE<br>IDENTIFICATION      CLASSIFICATION |                           |                 |
| <p>YOUR SON STAFF SERGEANT ALVIN G STEIN 16749555 IS REPORTED ABOARD AN ARMY AIRCRAFT MISSING SINCE LAST EVENING IN FLIGHT FROM SCOTT FIELD ILLINOIS TO MEMPHIS TENNESSEE STOP AN ORGANIZED SEARCH HAS BEEN INSTIGATED STOP FURTHER DETAILS WILL BE FURNISHED AS THEY BECOME AVAILABLE END</p> |                                   |  |  |                           |                 |
| <div style="text-align: right;"> <i>Robert L Rawlinson</i><br/> <b>ROBERT L RAWLINSON</b><br/> <b>COLONEL</b><br/> <b>COMMANDING OFFICER</b> </div>  |                                   |  |  |                           |                 |
| SECURITY CLASSIFICATION<br><b>UNCL</b>   |                                   |  | AUTHORIZATION  |                           |                 |
| ORIGINATING AGENCY   |                                   |  | SIGNATURE<br><i>John Jones</i>   |                           |                 |
| SYMBOL   | DATE-TIME GROUP<br><b>121800Z</b> | OFFICIAL TITLE<br><b>JOHN JONES CAPT AC<br/>ADJUTANT</b> | PAGE      OF   |                           |                 |

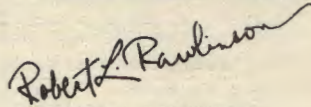
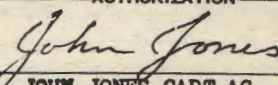
WD AGO FORM 11-168  
15 JUN 1945

This form supersedes WD AGO Form 11-168, 23 Aug 44,  
and WD AGO Form 801, 12 Mar 43, which are obsolete.

16-45801-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 34. Telegram to emergency addressee reporting missing status.



|  |                            |  |   |                           |                   |
|--|----------------------------|--|---|---------------------------|-------------------|
| MESSAGEFORM  |                            | MESSAGE CENTER NO.                               | TRANSMITTING MEANS  | CRYPTOGRAPH OR CLEAR TEXT |                   |
| CALLS<br>V   | STA. SER. NO.              | PRECEDENCE                                       | TRANSMISSION INSTRUCTIONS   | ORIGINATOR                | DATE-TIME GROUP   |
|  |                            | NR   |   |                           |                   |
| ACTION   | INFORMATION                |  | EXEMPT  | OPERATING SIGNALS         | GROUP COUNT<br>00 |
| SPACE ABOVE FOR SIGNAL CENTER ONLY   |                            |  |   |                           |                   |
| FROM: (Originator) RAWLINSON COMMANDING OFFICER<br>BOWMAN FIELD LOUISVILLE KENTUCKY  |                            |  | SECURITY CLASSIFICATION<br>UNCL   |                           |                   |
| ACTION TO:   |                            |  | PRECEDENCE FOR  |                           |                   |
| <ul style="list-style-type: none"> <li>• MRS MARY ELLEN STEIN</li> <li>• 1410 PRESTON STREET</li> <li>• MADISON WISCONSIN</li> </ul>   |                            |  | ACTION: ROUTINE<br>INFORMATION:   |                           |                   |
|  |                            |  | <input type="checkbox"/> ORIGINAL MESSAGE   |                           |                   |
|  |                            |  | REFERS TO ANOTHER MESSAGE<br>IDENTIFICATION      CLASSIFICATION                                   |                           |                   |
| INFORMATION TO:  |                            |  |   |                           |                   |
| <p>SINCERELY REGRET TO ADVISE THAT ORGANIZED SEARCH FOR YOUR SON STAFF SERGEANT ALVIN C STEIN HAS BEEN COMPLETED STOP AREA COVERED ROUGHLY AT STRIP ABOUT 800 MILES IN WIDTH BETWEEN SCOTT FIELD AND MEMPHIS STOP CIVIL AIR PATROL FROM FIVE STATES AND AVAILABLE AIRCRAFT FROM NINE ARMY AIR BASES ASSISTED IN THE INTENSIVE SEARCH FOR MORE THAN FIVE DAYS STOP OFFICIAL STATUS OF YOUR SON CONTINUES TO BE MISSING STOP ANY FUTURE REPORTS WILL BE INVESTIGATED STOP ENTIRE COMMAND EXPRESSES DEEP SYMPATHY END</p> <div style="text-align: right; margin-top: 20px;"> <br/>             ROBERT L RAWLINSON<br/>             COLONEL<br/>             COMMANDING OFFICER           </div> |                            |  |   |                           |                   |
| SECURITY CLASSIFICATION<br>UNCL  |                            |  | AUTHORIZATION   |                           |                   |
| ORIGINATING AGENCY   |                            |  | SIGNATURE<br> |                           |                   |
| SYMBOL   | DATE-TIME GROUP<br>182100Z | OFFICIAL TITLE<br>JOHN JONES CAPT AC<br>ADJUTANT | PAGE      OF  |                           |                   |

WD AGO FORM 11-168  
15 JUN 1945

This form supersedes WD AGO Form 11-168, 28 Aug 44,  
and WD AGO Form 801, 12 Mar 43, which are obsolete.

16-64801-1 ☆ U. S. GOVERNMENT PRINTING OFFICE

Figure 35. Telegram to emergency addressee reporting search completed.



g. It is suggested that rough sketches (or overlays) be made of the area involved, and that they be inclosed in lieu of bulky maps frequently utilized.

**Status**  
It is incumbent upon all personal affairs officers to make an immediate report through proper channels to the installation commander, and to send a copy, via air mail, to Commanding General, Army Air Forces, AFPPA-8, Washington 25, D. C., of all persons, whether of their own station or otherwise, who return to military control from a missing or other absent status. Personal affairs officers will similarly report any other evidence of or pertaining to status of casualties, such as discovery of bodies or effects.

108



s officers  
a proper  
, and to  
manding  
3, Wash-  
ether of  
return to  
er absent  
similarly  
aining to  
of bodies

(1) Front  
Figure 36. War Department AGO Form R-5510, (Air Crew Casualty Report).



18. If persons are believed to have survived, check one of the following statements  
☐ Parachutes were used      ☐ Persons were seen walking away from scene of crash  
☐ Any other reason (Specify)

19. Description and extent of search

20. Remarks

Attach aerial photograph, map, chart, or sketch showing approximate location where aircraft was last seen or heard

Attach eyewitness description of crash, forced landing, or other circumstances pertaining to missing aircraft

OFFICER IN CHARGE OF SEARCH (If any)

|                    |       |                                       |
|--------------------|-------|---------------------------------------|
| Army Serial Number | Grade | Name                                  |
| Date of report     |       | Signature of personal affairs officer |

State or Territory

ALABAMA

ALASKA

ARKANSAS

CALIFORNIA

DISTRICT OF COLUMBIA

FLORIDA

GEORGIA

ILLINOIS

INDIANA

IOWA

KANSAS

KENTUCKY

LOUISIANA

MARYLAND

MINNESOTA

(2) Back.  
Figure 36—Continued.



## APPENDIX I

### NATIONAL CEMETERIES IN WHICH SPACE FOR INTERMENTS IS AVAILABLE

| <i>State or Territory</i> | <i>Name of Cemetery</i> | <i>Address</i>  |
|---------------------------|-------------------------|---|
| ALABAMA                   | Mobile                  | Mobile, Alabama                                       |
| ALASKA                    | Sitka                   | Sitka, Alaska   |
| ARKANSAS                  | Fayetteville            | Fayetteville, Arkansas                                |
|                           | Fort Smith              | Garland Avenue and S 6th St.,<br>Fort Smith, Arkansas |
|                           | Little Rock             | Little Rock, Arkansas                                 |
| CALIFORNIA                | Golden Gate             | San Bruno, California                                 |
| DISTRICT OF COLUMBIA      | Soldiers' Home          | Soldiers' Home, D. C.                                 |
| FLORIDA                   | Barrancas               | Fort Barrancas, Florida                               |
|                           | St. Augustine           | St. Augustine, Florida                                |
| GEORGIA                   | Andersonville           | Andersonville, Georgia                                |
|                           | Marietta                | Marietta, Georgia                                     |
| ILLINOIS                  | Camp Butler             | RFD No. 1, Springfield, Ill.                          |
|                           | Mound City              | Mound City, Illinois                                  |
|                           | Quincy                  | Quincy, Illinois                                      |
|                           | Rock Island             | Rock Island, Illinois                                 |
| INDIANA                   | New Albany              | Jay St. & Elkin Avenue<br>New Albany, Indiana         |
| IOWA                      | Keokuk                  | 18th and Carroll St.,<br>Keokuk, Iowa                 |
| KANSAS                    | Ft. Leavenworth         | Ft. Leavenworth, Kansas                               |
|                           | Ft. Scott               | Ft. Scott, Kansas                                     |
| KENTUCKY                  | Camp Nelson             | Star Rte, Nicholasville, Kentucky                     |
|                           | Danville                | N. 1st St., Danville, Kentucky                        |
|                           | Lebanon                 | Lebanon, Kentucky                                     |
|                           | Mill Springs            | West Somerset, Kentucky                               |
|                           | Zachary Taylor          | RFD No. 6, Box 24, Louisville, Kentucky               |
| LOUISIANA                 | Alexandria              | Pineville, Louisiana                                  |
|                           | Baton Rouge             | Baton Rouge, Louisiana                                |
|                           | Port Hudson             | RFD No. 1, Zachary, Louisiana                         |
| MARYLAND                  | Annapolis               | 800 West Street, Annapolis, Maryland                  |
|                           | Antietam*               | Sharpsburg, Maryland                                  |
|                           | Baltimore               | 5501 Frederick Avenue,<br>Baltimore, Maryland         |
| MINNESOTA                 | Fort Snelling           | Fort Snelling, Minnesota                              |



| <i>State or Territory</i> | <i>Name of Cemetery</i>  | <i>Address</i>  |
|---------------------------|--|---|
| MISSISSIPPI               | Corinth<br>Natchez   | Corinth, Mississippi<br>Natchez, Mississippi  |
| MISSOURI                  | Jefferson Barracks<br>Jefferson City<br>Springfield  | Jefferson Barracks, Missouri<br>1042 E. McCarty Street,<br>Jefferson City, Missouri<br>Springfield, Missouri  |
| MONTANA                   | Custer Battle Field*   | Crow Agency, Montana  |
| NEBRASKA                  | Fort McPherson   | Maxwell, Nebraska   |
| NEW JERSEY                | Beverly  | Beverly, New Jersey   |
| NEW MEXICO                | Sante Fe   | Santa Fe, New Mexico  |
| NEW YORK                  | Long Island<br>Woodlawn  | Farmingdale, New York<br>929 Davis Street, Elmira, New York   |
| NORTH CAROLINA            | New Bern<br>Raleigh<br>Salisbury<br>Wilmington   | New Bern, North Carolina<br>E. Davis & S. Pottigrew Streets,<br>Raleigh, North Carolina<br>Salisbury, North Carolina<br>201 Market Street, Wilmington,<br>North Carolina  |
| OKLAHOMA                  | Fort Gibson  | Fort Gibson, Oklahoma   |
| PENNSYLVANIA              | Gettysburg*  | Gettysburg, Pennsylvania  |
| SOUTH CAROLINA            | Beaufort<br>Florence   | Beaufort, South Carolina<br>Florence, South Carolina  |
| TENNESSEE                 | Knoxville<br>Memphis<br>Nashville<br>Chattanooga<br>Fort Donelson*   | Tyson Street, Knoxville, Tennessee<br>Memphis, Tennessee<br>Madison, Tennessee<br>Chattanooga, Tennessee<br>Dover, Tennessee  |
| TEXAS                     | Fort Bliss<br>Fort Sam Houston   | Fort Bliss, Texas<br>Fort Sam Houston, Texas  |
| VIRGINIA                  | Alexandria<br>Arlington<br>City Point<br>Cold Harbor<br>Culpepper<br>Danville<br>Fort Harrison<br>Glendale<br>Hampton<br>Richmond<br>Seven Pines<br>Staunton<br>Winchester | Alexandria, Virginia<br>Fort Myer, Virginia<br>Hopewell, Virginia<br>Box 334, R No. 1, Richmond, Virginia<br>Culpepper, Virginia<br>721 Lee St., Danville, Virginia<br>Varina Road, Richmond, Virginia<br>RFD No. 5, Richmond, Virginia<br>Hampton, Virginia<br>Station B, Carrier, Richmond, Virginia<br>RFD No. 3, Richmond, Virginia<br>Staunton, Virginia<br>Winchester, Virginia |

\*These cemeteries are under the Interior Department but space for burials is available and interments therein are authorized by The Quartermaster General in the same manner as interments in the national cemeteries under the War Department.



## APPENDIX II

### REFERENCES

---

|                  |         |   |
|------------------|---------|---|
| AAF Regulation   | 20-30   | —Organization Personal Affairs Division   |
| AAF Regulation   | 62-14   | —Investigating and Reporting of Aircraft Accidents Emergency Procedures for Accidents and Overdue Aircraft      |
| Army Regulation  | 30-1820 | —Preparation and Disposition of Remains   |
| Army Regulation  | 30-1830 | —Burial Expenses  |
| Army Regulation  | 35-2480 | —Settlement of Accounts of Enlisted Personnel Upon Separation from Service                                      |
| Army Regulation  | 35-5560 | —Procedures for Use of WD AGO Form 30-S   |
| Army Regulation  | 40-410  | —Army Institute of Pathology  |
| Army Regulation  | 40-590  | —Administration of Hospitals; General Provisions  |
| Army Regulation  | 40-1025 | —Records and Reports of Sick and Wounded  |
| Army Regulation  | 40-1080 | —Current Statistical Health Reports, Tables, and Charts   |
| Army Regulation  | 55-155  | —Transportation of Public Property (Except Animals) and Remains   |
| Army Regulation  | 60-5    | —Chaplains  |
| Army Regulation  | 95-120  | —Aircraft Accidents   |
| Army Regulation  | 260-10  | —Flags, Colors, Standards, Guidons, Streamers, Silver Bands, Tabards and Automobile Plates; Description and Use |
| Army Regulation  | 345-155 | —Preparation of Army Pay Rolls  |
| Army Regulation  | 345-475 | —Final Payment Voucher  |
| Army Regulation  | 380-5   | —Safeguarding Military Information  |
| Army Regulation  | 600-30  | —Honors To Persons  |
| Army Regulation  | 600-550 | —Deceased   |
| Technical Manual | 14-700  | —War Department Fiscal Code   |
| Technical Manual | 14-904  | —Accounting for Lost, Damaged, and Destroyed Property   |