

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

*Read everything before doing anything! This will save time and increase accuracy. If you have questions, call AHRC, Personal Effects Section at DSN 312-983-8351/ Com 502-613-8351.

Inventory of PE of: _____
Soldier Name, Rank, Unit, Status: KIA / WIA / other / Full SSN

BEFORE YOU START:

____ **CONTACT** your unit Mortuary Affairs (MA) LNO to assist you with the entire Personal Effects (PE) process.

____ **INITIAL** each step as you work thru the checklist.

____ **YOU MUST** designate an assistant to help you collect and inventory the PE. (Recommend your assistant be a supply Soldier or clerk, if available).

____ **PRINT** your name, rank, e-mail address, DSN number, and that of your assistant.

SCMO Rank and Name	E-Mail	DSN Number
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Assistant Rank and Name	E-Mail	DSN Number
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Command POC	E-Mail	DSN Number
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____ **COMPLETE THE INVENTORY WITHIN 12 HOURS** FOLLOWING THE INCIDENT using this checklist as a guide.

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

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

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

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

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

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

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

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

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

THINGS NOT TO DO:

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

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

_____ **DO NOT** attempt to clean soiled clothing or PE in-theater. ***Place soiled items in plastic bags*** and ship with the PE. Attach a tag stating that the enclosed items "need to be cleaned." These items will be cleaned at the JPED.

_____ **DO NOT** store PE or perform the inventory in a room to which the Soldier's roommate or others have access. It is important to limit access to the room during the inventory. If the roommate needs anything from the room, it can only be done under direct observation by you and your assistant.

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

THINGS TO BE REMOVED:

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

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

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

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

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

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

CONDUCT THE INVENTORY:

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

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

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

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

___ **INCLUDE FOR ALL ITEMS WHEN AVAILABLE**, the item number, manufacturer, brand name, serial number (SN), and model number. If the item is damaged, dented, scratched, not operational, etc., include that information in the description.

___ **BE SURE** to look at receipts for things that the Soldier may have bought at the PX and locate those items to ensure MP3 players, CDs, DVDs and game cartridges get returned to the Soldier's Family.

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

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

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

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

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

_____ **SIGN** a Memorandum For Record stating that you have removed all ordnance, munitions, explosives and flammables when you complete the inventory. Place a copy in each PE container.

SHIPPING ACTIONS:

_____ **MAKE 4 COPIES** of your **appointment order**, **no UXO Memorandum**, **Destruction Memorandums**, **complete inventory**, **any other MFRs** and **this checklist** completed up to “Final Actions.” All these documents should be in packet form, consisting of one copy of each **underlined item**.

_____ **MAKE A CD** of the completed SCMO Template, Print out 4 copies of the complete inventory off of the CD to meet the above requirement. The CD will be hand delivered along with the PE to the MACP for upload into MARTS.

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

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

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

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

___ **REMAIN WITH THE PE** until the footlockers have been signed for by the MACP. Get a receipt memorandum from the MACP for the number of PE footlockers or containers you delivered. The memorandum must include the serial numbers of any seals that were placed on the PE.

Final Actions:

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

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

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

___ **MAIL** the **original** signed inventory and checklist of only a **DECEASED** Soldier's PE to AHRC-PDC-C, address below. These will be included in the Individual Deceased Personnel File (IDPF). Be sure to retain copies for your appointing authority and your own files.

OUR ADDRESS: CDR, US Army Human Resources Command (HRC)
Attn: AHRC-PDC-C
1600 SPEARHEAD DIVISION AV
FORT KNOX, KY 40122

___ Wounded Soldiers PE inventory **MUST** be sent to the JPED and not AHRC-PDC-C

ADDRESS: Joint Personal Effects Depot
Attn: AHRC-PDC-CJ
122 Purple Heart Avenue
Dover Air Force Base, DE 19902

___ Remember that YOU CAN **RECONCILE** any SCMO inventory related questions at the following email address JPEDSCMOHOTLINE.JPED@US.ARMY.MIL, or call the JPED at DSN 312-366-7978.

___ If necessary, JPED will contact you to reconcile any issues with your inventory on PE.

___ JPED will notify your command if no discrepancies are noted. This will be your command's trigger to release you from your assignment as that Soldier's Theater SCMO.

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

Signature Date
SCMO

Signature Date
SCMO Assistant

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

It has been extracted from the USCENTCOM Customs Permitted and Prohibited Items list, as of 18 Jan 06.

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

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

CUSTOMS PROHIBITED ITEMS			
ITEM	Source	ITEM	Source
BRASS KNUCKLES	TSA	Animals(Live/Dead/Parts)	4500/USDA
KUBATON	TSA	INSECTS	4500/USDA
ASPS	UNL	Fresh Fruits or Vegetables	4500/USDA
Martial Arts Weapons	TSA	HUMAN BODY PARTS	UNL
BLACKJACK	TSA	EGGS	4500/USDA
LIGHTER	TSA	PLANT FOODS	4500/USDA
SWITCHBLADE *	TSA/4500	Un-tanned Skins/Hides	4500/USDA
GRAVITY KNIFE *	09-528	TATAMI MATS	4500/needs permit
CONCEALED KNIFE *	09-528	LIVE PLANTS	4500/USDA
* NON-MILITARY ISSUE		CAMEL SADDLES	4500/USDA
BB GUN	TSA	SAND	UNL
COMPRESSED AIRGUN	TSA	SOIL / EARTH	4500/USDA
Non-Military Weapons	GO 1 BRAVO	Green / Bamboo Sugar	USDA
FLARE GUNS	TSA	ALCOHOL Beverages	GO 1 BRAVO
GUN LIGHTERS	TSA	CUBAN CIGARS	4500/Embargoed country
GUNPOWDER	TSA	ARTIFACTS	Frago 619/09-528
FIREARM PARTS	TSA	CLASSIFIED MATERIAL	Memo from 377 th
STARTER PISTOLS	TSA	Counterfeit Currency	4500
AEROSOL CANS	TSA	GAMBLING DEVICES	UNL
FUELS	TSA	Controlled Substances	4500/GO 1 BRAVO
GAS TORCHES	TSA	Treasonable/Seditious items	UNL
TURPENTINE/THINNER	TSA	DRUG Paraphernalia **	4500
Realistic Explosive Replicas	TSA	** Hookah Pipes without residue allowed	
CATTLE PROD	TSA	EXPLOSIVE MATERIAL	4500
PORNOGRAPHIC Material	4500/GO1Bravo/09-528	Destructive Devices	4500
AMMO	TSA/09-528	CORROSIVE LIQUIDS	USDA

PERMITTED ITEMS FOR CARRY ON OR CHECKED

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

AUTHORIZED SOUVENIRS PER GENERAL ORDER 1, DATED 12 FEBRUARY 2005

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

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

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