

**CONUS Retrieval and Return of Personal Effects (PE) Process: To ensure a Soldier's PE are safeguarded and delivered to the person(s) eligible to receive effects (PERE)**

### **Description**

Court Martial Officer(s) (SCMO) to retrieve the Soldier's PE. PE is defined as the privately owned, moveable, and personal property of a Soldier. An inventory of the PE must be conducted by the SCMO(s) within 12 hours of assignment. Once complete, the PE are packed and sent to the Casualty Assistance Officer (CAO). The CAO is responsible for delivering and reviewing the PE with the PERE(s). The SCMO determines the PERE(s) using available personnel records (i.e. the will) or follows the Order of Precedence stated in AR 638-2.

### **Regulations and Supporting Resources**

[ALARACT 006/2009, Policies and Procedures for the Handling of Personal Effects for Medically Evacuated Soldiers](#)

[ALARACT 161/2007, Removal of Ammunition and Explosives Prior to Shipment of Personal Effects](#)

[ALARACT 224/2007, Revised Policies for certifying and reporting theater Summary Court Martial Officers \(SCMO\) in the CENTCOM AOR](#)

[AR 638-2, Care and Disposition of Remains and Disposition of Personal Effects](#)

Casualty and Mortuary Affairs Operations Center (CMAOC) – Casualty Assistance Officer (CAO) Training Guide

[DA PAM 638-2, Procedures for the Care and Disposition of Remains and Disposition of Personal Effects](#)

[DoDI 1300.18, Department of Defense \(DoD\) Personnel Casualty Matters, Policies, and Procedures](#)

G1 Casualty Operations Standard Operating Procedures (SOP)

Summary Court Martial Officer (SCMO) Module Briefing Guide

[U.S. Code, Title 10, Armed Forces](#)

### **Documents and Forms**

[Contingency Operations Summary Court Martial Officer \(SCMO\) Checklist for Processing of Personal Effects \(PE\)](#)

[DA Form 3078, Personal Clothing Request](#)

[DA Form 3645, Organizational Clothing and Individual Equipment Record](#)

[DA Form 3645-1, Additional Organizational Clothing and Individual Equipment Record](#)

[DA Form 4160, Patient's Personal Effects and Clothing Record](#)

[DA Form 54, Record of Personal Effects](#)

[DA Form 7406, Summary Court Marital Officer Checklist](#)

[DD Form 1076, Military Operations Record of Personal Effects of Deceased Personnel](#)

DD Form 1840, Joint Statement of Loss or Damage at Delivery

[DD Form 1842, Claim For Loss of or Damage to Personal Property Incident to Service](#)

[DD Form 1844, List of Property and Claims Analysis Chart](#)

### **Related Processes**

[Casualty Assistance Process](#)

[Input New Casualty Mission into CMM Database Process](#)

[In-Theatre Retrieval and Return of Personal Effects \(PE\) Process](#)

[Request for Orders \(RFO\) and Line of Accounting \(LOA\) Authorization Process\](#)

**Point of Contact**

**Division:** Soldier Family Support and Services Division (ARNG-HRS)

Email: [arng-hrs@ng.army.mil](mailto:arng-hrs@ng.army.mil)

23 SEP 10