

# ARNG G1 Personnel Gateway – Process Package

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**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)

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**Description**

Once a casualty occurs in CONUS, the State Casualty Operations Manager or designated personnel must appoint a Summary 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](#)

[Army Casualty Notification and Assistance 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

[Title 10, United States Code - Armed Forces, Section 4712](#)

**Documents and Forms**

CMAOC Training, Casualty Assistance Officer (CAO)

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

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

[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 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](#)

**Systems**

N/A

**Point of Contact**

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

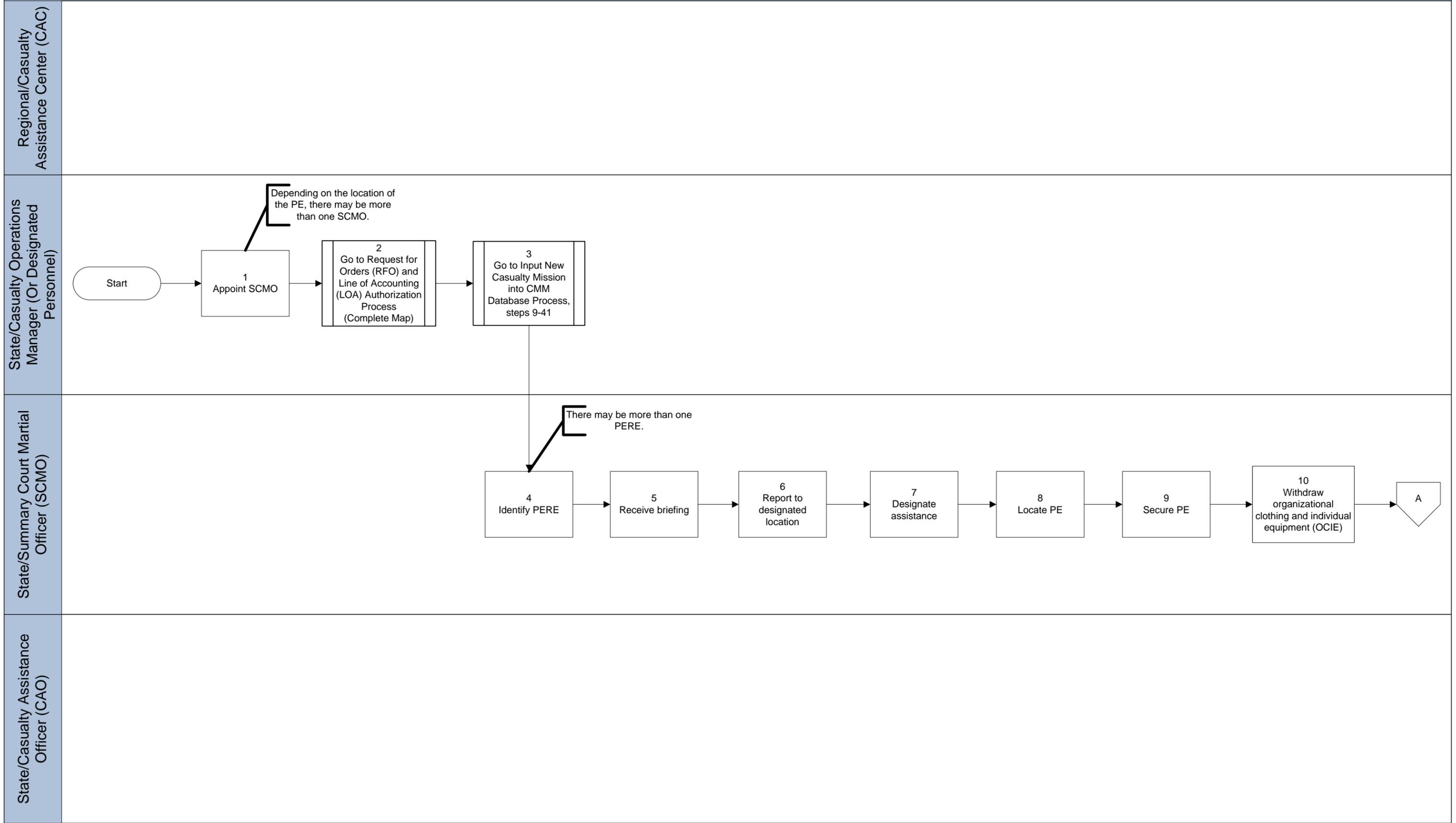
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CONUS Retrieval and Return of Personal Effects (PE) Process: To ensure a Soldier's PE are safeguarded and delivered to the person(s) eligible to receive effects (PERE)

(Pg. 1 of 2)



Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process

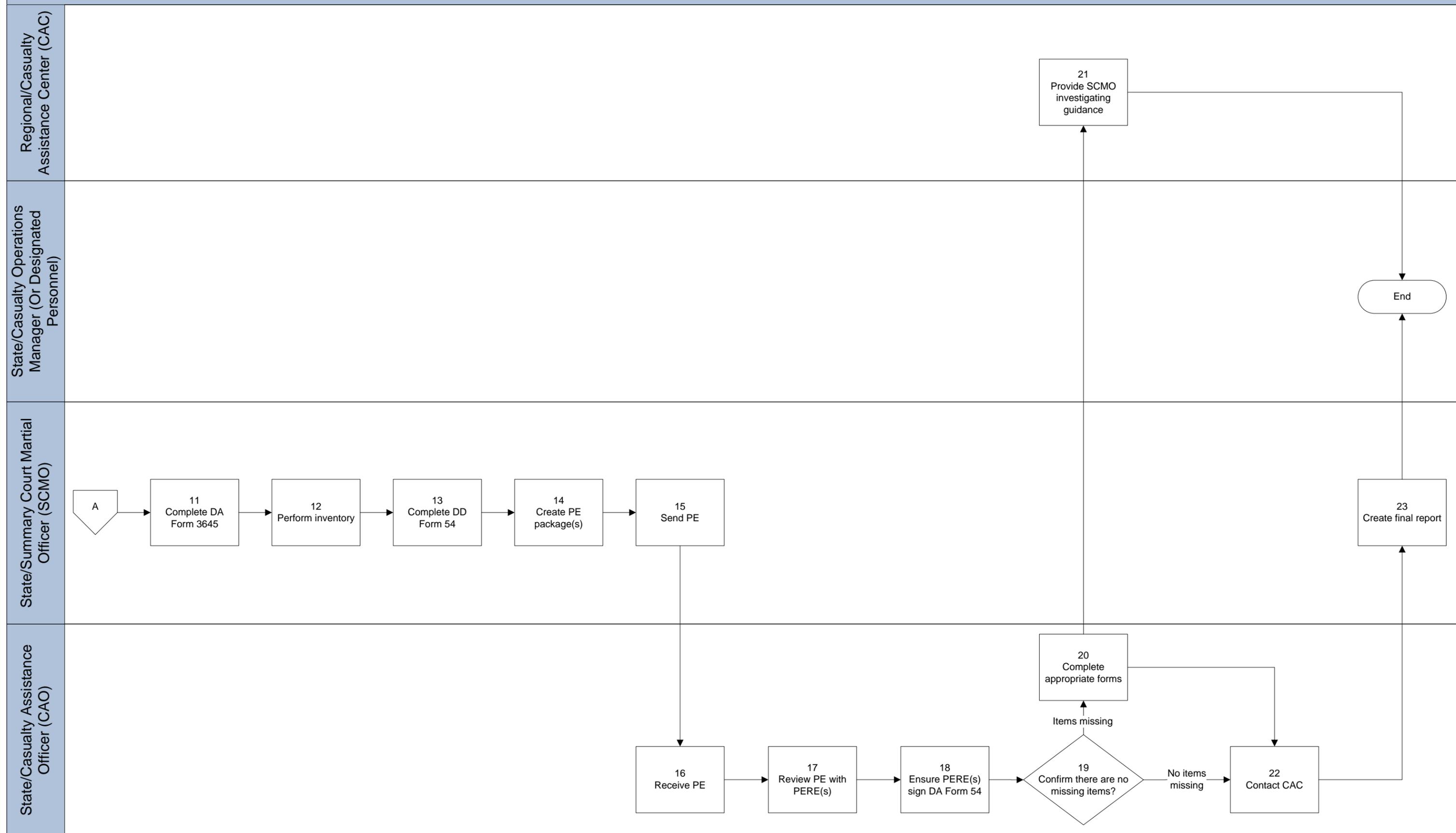


CONUS Retrieval and Return of Personal Effects (PE) Process: To ensure a Soldier's PE are safeguarded and delivered to the person(s) eligible to receive effects (PERE)

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**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)**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Appoint SCMO	State Casualty Operations Manager or designated personnel identifies eligible Summary Court Martial Officer (SCMO) and assigns them based on Unit mission, geographical considerations, and the operational situation. Normally, the SCMO is from the same unit. SCMO must be: <ul style="list-style-type: none"> <li>- A commissioned officer</li> <li>- Not scheduled to deploy for at least 30 days after appointment</li> <li>- Appointed on orders by Summary Court Martial convening authority</li> </ul>	AR 638-2  DA PAM 638-2  Summary Court Martial Officer (SCMO) Module Briefing Guide			There is no formal process for assigning the SCMO.  Depending on the location of the PE, there may be more than one SCMO.  Designated personnel is determined by State policy.
2	Go to Request for Orders (RFO) and Line of Accounting (LOA) Authorization Process (Complete Map)	Go to Request for Orders (RFO) and Line of Accounting (LOA) Authorization Process: Soldiers must receive orders from their State in order to perform a new casualty mission, in addition, traditional M-Day Soldiers must receive approved LOA from ARNG, complete map.	Please see Request for Orders (RFO) and Line of Accounting (LOA) Authorization Process for more details.	Please see Request for Orders (RFO) and Line of Accounting (LOA) Authorization Process for more details.	Please see Request for Orders (RFO) and Line of Accounting (LOA) Authorization Process for more details.	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
3	Go to Input New Casualty Mission into CMM Database Process, step 9-41	<p>Go to Input New Casualty Mission into CMM Database Process: To track mission output and participants within a State using the Casualty Mission Management (CMM) database, steps 9-41.</p> <p>These steps include:</p> <ul style="list-style-type: none"> <li>- Adding an Officer, a Chaplain, and/or a non-ARNG participant to the Casualty Mission Management (CMM) database</li> <li>- Assigning a participant to the mission</li> <li>- Adding a participant's certification date</li> </ul>	Please see Input New Casualty Mission into CMM Database Process for more details.	Please see Input New Casualty Mission into CMM Database Process for more details.	Please see Input New Casualty Mission into CMM Database Process for more details.	
4	Identify PERE	<p>SCMO determines the PERE(s) within 24 hours of assignment per guidance from CAC. SCMO uses available personnel records (i.e. the will) to determine the PERE(s). SCMO may determine the PERE(s) following the Order of Precedence stated in AR 638-2:</p> <ul style="list-style-type: none"> <li>- Legal representative</li> <li>- Spouse</li> <li>- Child</li> <li>- Parent</li> <li>- Sibling</li> <li>- Another blood relative</li> <li>- A person standing in loco parentis</li> <li>- A person named as the beneficiary</li> </ul>	<p>AR 638-2 Chapter 18, Section 10; Chapter 19</p> <p>Summary Court Martial Officer (SCMO) Module Briefing Guide</p>			There may be several PEREs identified.
5	Receive briefing	SCMO(s) receives a briefing in person or over the telephone on their duties and responsibilities from CAC.	DA PAM 638-2, Chapters 11-16			Depending on the location of the PE, there may be more than one SCMO.
6	Report to designated location	SCMO(s) travels to a designated location. The location is based on where the PE are located.				Depending on the location of the PE, there may be more than one SCMO.

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7	Designate assistance	SCMO(s) designates an assistant to help with the PE inventory. An assistant provides a second pair of eyes for counting and verification and acts as a witness that the inventory is properly conducted.				Depending on the location of the PE, there may be more than one SCMO.
8	Locate PE	SCMO(s) locates the PE. The PE might be located in several Government facilities including: <ul style="list-style-type: none"> <li>- Living quarter (on Post)</li> <li>- Agencies and organizations on post</li> <li>- Military Medical Treatment Facility (MTF)</li> <li>- Military Law Enforcement Agencies</li> <li>- Local command's supply area</li> <li>- Government storage facility</li> </ul>	AR 638-2, Chapter 20, Section 2			Depending on the location of the PE, there may be more than one SCMO.
9	Secure PE	SCMO(s) secures the PE by locking them in a safe location (i.e. a locker). SCMO(s) must take extreme care of the PE and should never leave them unattended and/or unsecured.	AR 638-2, Chapter 20, Section 3			
10	Withdraw organizational clothing and individual equipment (OCIE)	SCMO(s) withdraws all OCIE from the PE. OCIE is defined as organizational clothing, individual equipment, and any other government property issued to the Soldier.	DA PAM 638-2			
11	Complete DA Form 3645	SCMO(s) completes DA Form 3645 (Organizational Clothing and Individual Equipment Record). This form is utilized to document all OCIE withdrawn from the PE.		DA Form 3645		
12	Perform inventory	SCMO(s) performs an inventory on all PE. SCMO(s) takes a written inventory of all PE recovered or secured using DA Form 54 (Record of Personal Effects).	AR 638-2, Chapter 20, Section 4	DA Form 54		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
13	Complete DD Form 54	SCMO(s) completes DA Form 54 (Record of Personal Effects) during the inventory. SCMO(s) uses section 8 for the inventory of effects and must provide the quantity for each item. SCMO(s) uses section 9a for funds/negotiable instruments transmitted to recipient. Section 9b is used for funds deposited or otherwise disposed of.	DA PAM 638-2	DA Form 54 DA Form 4160		If Soldier died in a Medical Treatment Facility (MTF), SCMO(s) must obtain DA Form 4160 (Patient's Personal Effects and Clothing Record).
14	Create PE package(s)	Once the inventory is complete, SCMO(s) creates the PE package(s). The full name of Soldier must be on each PE package. Every item listed on DA Form 54 (Record of Personal Effects) must be in the package. A copy of DA Form 54 must be in each package.	AR 638-2, Chapter 20, Section 12	DA Form 54		
15	Send PE	SCMO(s) sends the PE package(s) to Casualty Assistance Officer (CAO). SCMO(s), CAC, and CAO coordinate with Installation Transportation Office for transportation of PE package(s).	AR 638-2, Chapter 20, Section 12			
16	Receive PE	CAO receives the PE package(s) from the SCMO. SCMO(s), CAC, and CAO coordinate with Installation Transportation Office for transportation of PE package(s).				
17	Review PE with PERE(s)	CAO reviews and explains each item to PERE(s). This process may take several hours to complete. PERE(s) always receive a Heirloom Chest. The Heirloom Chest is used to honor the casualty and to store memorabilia, personal possessions, and/or flag case. CAC orders a Heirloom Chest and sends it directly to the CAO. CAO deliveries it to PERE(s); this can happen after the delivery of the PE.				A Chaplain may accompany CAO during this process.  If there is more than one PERE, the CAO reviews the PE with each PERE individually.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
18	Ensure PERE(s) sign DA Form 54	Once the review is complete, CAO ensures PERE(s) signs DA Form 54 (Record of Personal Effects).		DA Form 54		If there is more than one PERE, the CAO reviews the PE with each PERE individually.
19	Confirm there are no missing items?	CAO confirms with PERE(s) all items are counted for and there are no missing item(s).				
20	Complete appropriate forms	<p>If the PERE(s) identify item(s) are missing, the CAO completes appropriate forms:</p> <ul style="list-style-type: none"> <li>- DD Form 1840 (Joint Statement of Loss or Damage at Delivery)</li> <li>- DD Form 1842 (Claim for Loss of Property Incident to Service)</li> <li>- DD Form 1844 (List of Property and Claims Analysis Chart)</li> </ul> <p>When complete, the CAO forwards all forms to CAC. CAC forwards Forms and supporting documents (DA Form 54) to CMAOC Claims Department. CAO needs to send copy of Bill of Lading to Regional Location for Claims.</p>		DA Form 54 DD Form 1840 DD Form 1842 DD Form 1844		
21	Provide SCMO investigating guidance	If PERE suggests there is an item missing, CAC provides SCMO guidance in conducting an investigation of the missing item. Once the investigation is complete, the investigating SCMO provides PERE(s) a letter explaining the findings. PERE(s) can file a claim for missing PE with the nearest claims office.				
22	Contact CAC	CAO contacts CAC to confirm the delivery of the PE to the PERE(s) is complete.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
23	Create final report	<p>All SCMOs involved in a CONUS death are required to submit a final report. The final report includes:</p> <ul style="list-style-type: none"> <li>- PERE information</li> <li>- Collection and payment of debts</li> <li>- Cash accounting</li> <li>- Claims for the PE</li> <li>- All documents used (i.e. DA Form 3645 (Organizational Clothing and Individual Equipment Record)).</li> </ul>		<p>DA Form 54</p> <p>DA Form 3645</p>		