DECEASED PERSONNEL
WITHIN THE CONTINENTAL
UNITED STATES, EXCLUDING
ALASKA
(AR 600-550)
DECEASED PERSONNEL WITHIN
THE CONTINENTAL UNITED STATES
EXCLUDING ALASKA
(AR 600-550)

W A R D E P A R T M E N T • J A N U A R Y 1 9 4 5
WAR DEPARTMENT
Washington, D.C., 3 January 1943

TM 12-240, (Dear T. B. within the Continental United States, excluding Alaska (AR. 600-550), is published for the information and guidance of all concerned.

[AG 200/7] [18 Oct 43]

B. ORDER OF THE SECRETARY OF WAR:

OFFICIAL: J. A. ULIS
Major General
The Adjutant General

G. C. MARSHALL
Chief of Staff

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Shk (1) Br (1) Co (1) AF (2)

Oversea distribution will be made.
For explanation of symbols, see TM 21-6.
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CHAPTER 1

GENERAL

1. PURPOSE.
   This manual is based on the provisions of AR 400-330. It shows in detail the administrative procedures
   connected with taking care of deceased personnel within the continental United States, excluding
   Alaska.

2. SCOPE.
   a. This includes simplifying the reporting procedure, expediting actual disposition of remains and
      personal effects, and presenting all complete and accurate instructions and illustrations of necessary
      action.
   b. The reduction of paperwork accomplished by this manual is evidenced by the substitution of 1 basic
      form for 12 forms. The consolidation and elimination of other forms is presented graphically in follows:

<table>
<thead>
<tr>
<th>Form</th>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notifications</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>Reports</td>
<td>20</td>
<td>7</td>
</tr>
<tr>
<td>Reports, individual</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Secretary of effects—Reports of necessary cause, and related action.</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Personal forms</td>
<td>15</td>
<td>4</td>
</tr>
<tr>
<td>Hospital administration forms</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>59</td>
<td>17</td>
</tr>
</tbody>
</table>

Signatures and copies have been correspondingly reduced. Forms have been redesigned for use in the
standard typewriter and to allow ample space for entries.

3. CONTENT.
   Important changes to the basic procedure relating to deceased personnel within the continental United
   States, excluding Alaska, set forth in AR 400-330, are introduced in this manual as follows:
   a. The Adjutant General will, in all instances, prepare the official War Department Report of Death, WD AGO Form 52-1, because—
      (1) Completely accurate reports of death are necessary.
      (2) Only the Adjutant General maintains those 201 files which contain all information needed to check the above report for all personnel.
   b. A follow-up procedure on reports of investigation, where required, is established because—
      (1) Delayed reports of investigation delay the preparation of the official report of death.
      (2) Until the Finance Officer, U. S. Army, receives the official report of death, he cannot make arrangement for payments of 6 months’
          granularity and accrued pay.
   c. The organization in possession of the service or personnel records prepares all reports, with the exception of the official War Department
      Report of Death, whenever possible.

4. ARRANGEMENT.
   In the following sections, deaths occurring in unusual circumstances, such as those resulting from
   aircraft accidents and those taking place on a troop train, are discussed before deaths occurring at
   posts, camps, and stations. Materials have been arranged in this manner to indicate what immediate steps
   must be taken before routine procedures can be followed at the home station of the deceased.
5. AIRCRAFT ACCIDENT.

In the case of any aircraft accident, the Army post locating the remains of the deceased will not necessarily have personnel records essential to make notifications to the emergency address or to prepare the telegraphic report of death to the Adjutant General. Therefore, the Army post nearest the scene of the accident will notify the emergency address, if necessary, information is available. However, if such information is not available, the home station of the deceased personnel will be notified. That station in turn will notify the emergency address and also advise the Army post where the remains of the deceased are located of the name and address of the emergency address. The Army post handling the disposition of the deceased is authorized to communicate with the emergency address to provide for such disposition and to make such other arrangements as may be necessary. The home station of the deceased, normally in possession of the personnel records, will make the telegraphic report of death to the Adjutant General. See figure 1 for a graphic presentation of the above procedure.
6. Most state laws prohibit moving a deceased person across a county or state line until the local authorities have been notified and the remains have been properly embalmed. The procedure following provides that the troop train commander place the deceased in the nearest undertaking establishment, notify the emergency address by wire, and notify the nearest Army post. If the nearest Army post is not known or is distant, he notifies the service command in which the remains are located. Having been advised by the nearest Army post or the service command by telephonic that aid is being sent to arrange for disposition of the deceased and to provide for necessary notifications, the troop train commander proceeds to his destination.

7. If the troop train commander has available an officer whom he can detail to stay with the deceased until aid arrives, he may do so. The nearest Army post or service command will furnish the necessary written orders detailing the officer.

8. For disease occurring en route while accompanied by a medical attendant, a similar procedure is followed.

9. See figure 2 for a graphic presentation of the above procedure.
<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>TRAFFIC SUMMARY</th>
<th>REQUEST ARMY POST</th>
<th>COMMANDER GENERAL SERVICE COMMAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIREMENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE CALL TO NEAREST ARMY POST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE CALL TO LOCAL HEALTH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORITIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE CALL TO NEAREST ARMY POST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE TO THE UNIT Commander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE TO THE UNIT Commander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE TO NEAREST ARMY POST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE TO THE UNIT Commander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE TO NEAREST ARMY POST</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CHAPTER 4
ADMINISTRATIVE PROCEDURE FOR DEATH IN
U. S. ARMY HOSPITALS

10. A Hospital Report of Death, WD AGO Form 12-A; and the Standard Certificate of Death of the
State Department of Vital Statistics will record along
with the notification to the commanding officer, when
required, all the administrative reports necessary when
death occurs at a U. S. Army hospital. A complete
administration record 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 decedent. Another copy of the Certificate of
Death furnished the undertaker serves as the release
of the remains to him.

11. WD AGO Form 8-24 (old WD MD Form 52),
will be prepared in accordance with current admission
procedures.

12. The sections following (fig. 3) explain the reports
required to dispose of the decedent; the conduct of
the Summary Court; and the preparation of Report
of Investigation, WD AGO Form 51, wherever these
are necessary, in a U. S. Army hospital. (See figs. 4
and 5 for forms referred to in fig. 3).
# Administrative Procedure For

## Fig. 3

### Table: Administrative Procedure

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>Main Officer</th>
<th>Court of Service</th>
<th>Register orUNDERSIGNEDOFFICER</th>
<th>OF THE RAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Intake and Registration of Medical Files</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Intake and Registration of Patient Records</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Preparation and Submission of Bills to Court</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Preparation and Submission of Bills to Register</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Preparation and Submission of Bills to UNDERSIGNED OFFICER OF THE RAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- Intake and Registration
- Preparation and Submission
- Court of Service
- Register or UNDERSIGNED OFFICER OF THE RAY

---

**Notes:**
- Intake and Registration: Needs to be done within 24 hours of admission.
- Preparation and Submission: Requires a written report to the court or register.
- Court of Service: Must be handled by the designated officer.
- Register or UNDERSIGNED OFFICER OF THE RAY: Requires submission of all necessary documents for review.

---

**Flowchart:**
- The flowchart illustrates the procedural steps from intake to submission, ensuring all necessary documents are handled efficiently and accurately.

---

12
13. An Initial Report of Death, WD AGO Form 32-3, is provided as a simple means of making the immediate notification required after the surgeon has reported the death of military personnel to the commanding officer of the post, camp, station, or air field. Items A through Z, Part I of Form 32-3, are the basis of the telegraphic report to the Adjutant General. Part I, when completed with necessary information, is the request and basis for any orders required to ship the deceased, with a burial escort, to the place of interment. Part II is the authority and the order for a summary court officer, where required. Part III is the authority and the order for the investigating officer, where required to conduct investigations.

14. The preparation of these Parts 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 or for an investigating officer to wait to receive his part of the report. Instead, he may proceed with the necessary arrangements and receive the orders at a later date.

15. A letter of sympathy is sent to the nearest relative near the signature of the commanding officer of the post, camp, or station. (See fig. 3 below for suggested form of letter of sympathy. The other immediate notifications, and procedures for their use, are presented in figures 6, 7, 8, and 10.) The letter of sympathy mentions that dependents of the deceased and their household goods under certain circumstances may be moved to their home of record. Authority for this is prescribed in AR 35–120 and AR 35–480.
# Immediate Notifications Required

**Section 1:** Immediate notifications required in certain cases, such as in cases of personal injury to all personnel.

**Section 2:** Immediate notification of injury to the commanding officer and the incident commander.

**Section 3:** Immediate notification of injury to all affected personnel.

**Section 4:** Immediate notification of injury to all affected organizations.

**Section 5:** Immediate notification of injury to all affected agencies.

**Section 6:** Immediate notification of injury to all affected areas.

**Section 7:** Immediate notification of injury to all affected communities.

**Section 8:** Immediate notification of injury to all affected states.

**Section 9:** Immediate notification of injury to all affected countries.

---

**Table:**

<table>
<thead>
<tr>
<th>Document</th>
<th>Section</th>
<th>Immediate</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>1</td>
<td>Commanding Officer</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>2</td>
<td>Commanding Officer</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>3</td>
<td>Commanding Officer</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>4</td>
<td>Commanding Officer</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>5</td>
<td>Commanding Officer</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>6</td>
<td>Commanding Officer</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>7</td>
<td>Commanding Officer</td>
<td></td>
</tr>
</tbody>
</table>

**Diagram:**

[Diagram showing notifications flowchart]

---

**Notes:**

- All notifications should be made within 24 hours of the incident.
- Follow up with local authorities if necessary.
- Ensure all notifications are recorded and documented.

---

**Figure 5:**

- Immediate notifications required for personal injury incidents.
- Ensure all necessary parties are notified promptly.
- Follow up with relevant agencies as needed.
FOR ALL DECEASED PERSONNEL

<table>
<thead>
<tr>
<th>INVESTIGATING OFFICER</th>
<th>COMMANDING OFFICER</th>
<th>SIGNAL CENTER</th>
<th>DECEASED ADDRESS</th>
<th>RELATIVE GENERAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- INVESTIGATING OFFICER
  - Receive notification of death
  - Notify Commanding Officer
  - Report to Signal Center

- COMMANDING OFFICER
  - Confirm death
  - Notify Signal Center
  - Report to Signal Center

- SIGNAL CENTER
  - Verify death
  - Notify Commanding Officer
  - Report to Signal Center

- DECEASED ADDRESS
  - Notify nearest relative
  - Report to Signal Center

- RELATIVE GENERAL
  - Receive notification
  - Report to Signal Center

A2
- Receive and verify notification
- Report to Signal Center

A3
- Report of death
  - Notify nearest relative
  - Report to Signal Center

A4
- Notify Signal Center
- Report to Signal Center

A6
- Activity

A7
- Activity

A8
- Activity

A9
- Activity

A10
- Activity

A11
- Activity

A12
- Activity
NOTIFICATION BY SURGEON
(Forwarded in all cases of death; serves as confirmation in some instances)

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Rank</th>
<th>Branch</th>
<th>Cause of Death</th>
<th>Investigator Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 Aug 1943</td>
<td>John Doe</td>
<td>Private</td>
<td>Army</td>
<td>Natural Causes</td>
<td>Investigation required due to need for medical exam.</td>
</tr>
</tbody>
</table>

Figure 7.
TELEGRAM TO EMERGENCY ADDRESSEE
(WO AGO FORM 801)

To:

Dr. William J. Doe
St. Elizabeth Hospital
Minneapolis, Minn.

Message:

I regret to inform you that your son, Private John Doe U.S. Army, has been killed in action in a recent battle near Bovet. His body will be brought to your home in June. The hospital will provide care for his family. The name and address of an undertaker who works with your son will be included in the message.

[Signature]

Alejandro Rodriguez
Chief-of-Staff
St. Elizabeth Hospital
Minneapolis, Minn.

Figure 8.
LETTER OF SYMPATHY

Headquarters
Pl. Pat, New Jersey
28 July 1944

Mrs. Thomas C. Doe
27 Willard Avenue
Worchester, Connecticut

My dear Mrs. Doe:

I write with regret to inform you of the recent telegram sent to Mr. Thomas C. Doe informing him of the death of your son, Private John J. Doe, 5th inf, Infantry.

Your son died as a result of injuries incurred while saving the life of two members of the Army Nurse Corps. Having a large truck, out of control, about to run down the two nurses, your son got between the truck and the nurses, sacrificing his life to save them. Unfortunately, he was unable to save himself and was struck by the same truck. His death was instantaneous. I hope this information is helpful to you.

Capt. R. A. Campbell, Personal Affairs Office, Pl. Pat, New Jersey, has collected your son's personal effects and has forwarded them to you at the address. If Capt. Campbell can be of any assistance to you in any manner, such as in making arrangements for the settlement of accounts, advising you in applying for pensions or insurance benefits, or in furnishing information about your son's goods to their home, please communicate with him and he will furnish you any assistance possible.

My heartfelt sympathy is extended to you and other members of your family in your bereavement.

Sincerely yours,

[Signature]

Madam Paxton
Brigadier General, U.S.A.
Commanding
# INITIAL REPORT OF DEATH
(WO AGO FORM 52-5)

<table>
<thead>
<tr>
<th>Name and Rank</th>
<th>Serial No.</th>
<th>Date of Death</th>
<th>Date of Accident</th>
<th>Place of Accident</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>123456</td>
<td>1 Jan 45</td>
<td>1 Jan 45</td>
<td>New York City</td>
</tr>
<tr>
<td>O-4 Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Immediate Cause of Death:**
- Death due to operation or vicinity.
- Injuries sustained during combat.

**Steps for Reporting:**
1. Enter name of person.
2. Enter date of death.
3. Enter date and place of accident.

**Note:** The form should be completed by the designated officer or person in charge of the incident.

---

Figure 101.
16. Commanding officers will take prompt action to see that the disposition of the deceased is accomplished without undue delay. If there are any circumstances which may delay the disposition of the deceased to the point of internment, the commanding officer is authorized to send notification of this delay to the emergency address or the person designated to arrange for the burial.
# DECEASED PERSONNEL

<table>
<thead>
<tr>
<th>FINANCE OFFICER</th>
<th>QUARTERMASTER</th>
<th>TRANSPORTATION OFFICER</th>
<th>EMERGENCY ADDRESSING OF THE DECEASED FEDERAL EMPLOYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>When no address is known or available to the agency</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>in charge of the deceased, the name and address of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>the next of kin or other person having custody of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>the deceased, if known, must be furnished to enable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>other agencies or persons to provide the deceased's</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>remains to service branch</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUGGESTED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPERATING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POINTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEL.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For the purpose of this flowchart, the following abbreviations have been used:*

- F.O.: Finance Office
- Q.M.: Quartermaster
- T.O.: Transportation Office
- M.F.: Military Forces
CHAPTER 7
EFFECTS OF RELEASED PERSONNEL

17. This section shows (figs. 13 to 15) how to comply with the 11th Article of War on the disposition of the effects of a deceased enlisted man or officer. By using the one form, Inventory of Effects and Report of Summary Court, WD AGO Form 54, the summary court officers will record all transactions pertaining to the disposition of effects. Commanding officers will forward the approved reports of summary court officers to The Adjutant General.

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

19. It is the policy of the War Department to secure and forward the effects to the widow, legal representative, or next of kin, as intimated by the 11th Article of War. This is done at Government expense without delay.
### DISPOSITION OF EFFECTS

**FIG. 13**

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>IMMEDIATE COMMANDING OFFICER</th>
<th>SUMMARY COURT OFFICERS</th>
<th>COMMANDING OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFFECTS OF GROUNDED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFFECTS OF SEIZED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFFECTS OF SKEWED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFFECTS OF SKEWED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVENTORY OF ITEMS AND EFFECTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUE TO INVENTORY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Diagram and text not fully transcribed due to complexity and image quality.*
INVENTORY OF EFFECTS - AR 600-550

(Distribution as indicated in sec. 6, Fig. 13)

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit(s)</th>
<th>Condition</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Uniforms</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shoes, boots</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clothing, personal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 14.
<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Rank</th>
<th>Rank</th>
<th>Serial No</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 Jul 45</td>
<td>William R. Bell</td>
<td>2nd Lt.</td>
<td>2nd Lt.</td>
<td>36545454</td>
<td>NCO</td>
</tr>
<tr>
<td>28 Jul 45</td>
<td>Thomas R. Johnson</td>
<td>1st Lt.</td>
<td>1st Lt.</td>
<td>36545454</td>
<td>NCO</td>
</tr>
</tbody>
</table>
20. a. It is essential for the Adjutant General to receive the service records and allied papers of a deceased related person as soon as possible after a death.

b. Allment officers must receive prompt notification of discontinuance of allotments or allowances in order that issuance may be terminated.

c. It is necessary that the Final Payment Roll be received in the Office of Special Settlement Accounts, Office of the Fiscal Director, New York, N. Y., without delay in order that adjustment of any arrears of pay may be properly made.

21. Figures 15 and 17 illustrate how the above may be readily accomplished.
## Preparing and Disposing of Equipment

### Table: Preparation and Disposition

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>PERSONNEL SECTION</th>
<th>IMMEDIATE COMMANDING OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 7: Preparation and Disposition of Equipment and Munitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allotted Section Numbers:</td>
<td></td>
<td></td>
</tr>
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<td>N 1-220</td>
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<td>Crossbow</td>
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<td>Service Records</td>
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<td>N 1-22</td>
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**Notes:**
- N 1-22 is used to report completed work.
- N 1-220 is used to report completed work.
- Crossbow is used to report completed work.
22. A delayed War Department Report of Death may cause undue hardship to a widow or designated beneficiary of the deceased by holding up, among other things, payments of money. Until the line of duty and the conduct status is determined and reported to the Adjutant General it is impossible to issue an official War Department Report of Death.

23. Emphasis must therefore be placed on prompt completion and forwarding of reports of investigation prepared under AR 670-590. The chart immediately following (fig. 18) illustrates how to complete a report of investigation and forward same within 5 days to the commanding general of the service command. The succeeding chart (fig. 19) illustrates how the commanding generals of the service command and the War Department follow up delayed reports of investigation. Figures 20, 21, and 22 show how to prepare the necessary forms.
### Investigation

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<tr>
<th>OFFICER</th>
<th>WITNESSES</th>
<th>CORROBORATIONS OF INSTRUCTION</th>
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**Details:**

- Verify the location of the incident.
- Interview witnesses and collect evidence.
- Document all facts and details.
- Prepare a detailed report for review.

**Corroboration:**

- Verify statements against physical evidence.
- Cross-reference with similar incidents.
- Conduct a thorough analysis of the circumstances.

**Notes:**

- Ensure all records are accurate and complete.
- Keep confidential information secure.
- Follow up with necessary legal actions.

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**Date:** 1 Jun 43

**Reference:** TM 12-340

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**Page 41**
REPORT OF INVESTIGATION
WD AGO FORM 51

Date of report: 1 Jan 45

Reported by: James Hill

Prepared by: P.A. Pappas

Section: E

Subject: Investigation of the incident at Fort Marcy.

Body of the report:

On the morning of 27 July 1944, a large number of Japanese soldiers attacked the Fort Marcy area. In the ensuing battle, several Americans were killed and many others were wounded.

The report concludes with a recommendation for improved training and preparedness in future similar situations.
Certificate of the Commanding Officer
Co. A, 181st Inf., Ft. Dix, N.J.

Co. A, 181st Inf.
Ft. Dix, New Jersey

25 July 1944

I certify that I am the immediate commanding officer of John J. Doe, 2408 109, Pvt., 181st Inf. deceased, and that between the hours of 1700, 23 July 1944 and 0600, 24 July 1944, he was present for duty at Ft. Dix, New Jersey.

[Signature]

R. T. Knecht
Commands, Ft.
My name is Mary E. Smith, W 750 001, 2nd Lt., ANC.

I was returning from Fort Tilden, New York, to Fort Dix, New Jersey, on 25 July 1944. I was walking down the road near the hospital. I heard a scream and ran to see what was happening. A car had driven onto the road and hit a soldier.

The soldier was lying on the ground, injured. I ran to the hospital to call for an ambulance. When the ambulance arrived, I helped load the soldier into it.

The soldier was rushed to the hospital and I stayed with him until he passed away. I certify this to be true.

Mary E. Smith
2nd Lt., ANC
Glossary

24. The following glossary may be of use in carrying out administrative procedures for deceased personnel.

Burial escort: The official or officer who accompanies and directs the remains to the graveside designated to make the interment at the place of burial, and who, if necessary, participates in the funeral service

Burial expenses: As defined in AR 360-163.

Contract substitute: An individual under contract with the Government to render whatever service is designated by the Government. A contract substitute is not responsible for charges exceeding those covered by the contract. See AR 360-800.

Designated beneficiary: The beneficiary is designated on page 2 of the service record as authorized under "Necessary administrative," and is entitled to the deceased's entitlements. If the claim is not filed within one year after death, the claim may be disallowed under the law after one year has expired.

Effects of the deceased: Any administrative action other than the Government's own property and the deceased's personal effects. For example, news media, individuals, friends, and family of the deceased may want to see the deceased's personal effects. The government may consider the deceased's personal effects, such as the deceased's personal belongings, to be the property of the deceased.

Emergency address: The address to be notified in case of emergency is shown on page 2 of the service record as authorized under "Necessary administrative," and is entitled to the deceased's entitlements.

G.B. (final honors) The term used to indicate the service of a single flag in a funeral service.

Government expense for shipment of effects: Independent commanding official.

Indemnity compensating official: The official responsible for compensating the individual for the loss of life or property. See AR 360-163.

Investigation officer: An officer, preferably of field grade, designated by the commanding officer of the unit. The investigation officer shall determine the circumstances surrounding the death and prepare written reports as necessary.

Legal representative: As defined in AR 360-163.

Next of kin: The individual designated as the next of kin on the service record, as authorized under "Necessary administrative," and is entitled to the deceased's entitlements. The next of kin may be the deceased's spouse, child, parent, or other blood relative. The next of kin may also be designated as the legal representative of the deceased if the deceased has no surviving spouse, child, parent, or other blood relative.

Next of business: The next of business is the individual designated as the next of business on the service record, as authorized under "Necessary administrative," and is entitled to the deceased's entitlements. The next of business may be the deceased's spouse, child, parent, or other blood relative. The next of business may also be designated as the legal representative of the deceased if the deceased has no surviving spouse, child, parent, or other blood relative.

Sufficiency of support: The sufficiency of support is determined by the commanding officer of the unit. The commanding officer may determine the sufficiency of support based on the deceased's entitlements, the deceased's personal effects, and the deceased's family's financial situation. The commanding officer may also consider the deceased's personal effects, such as the deceased's personal belongings, to be the property of the deceased.

Summary court officer: As defined in AR 360-163.

T.W.T.: The term used to indicate the service of two flags in a funeral service.