

MILPERSMAN 1770-200

Deceased Member Personal Effects

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References	(a) DoD Instruction 1300.18 of 8 January 2008 (b) NAVSUP P-485, Volume I, Naval Supply Systems Command Manual, Operational Forces Supply Procedures (NOTAL) (c) NAVSUP P-490, Transportation of Personal Property (NOTAL) (d) DTR 4500.9-R, Defense Transportation Regulation, August 2023 (e) Joint Travel Regulations (JTR) (f) OPNAVINST 5112.6F
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1. **Purpose**. Upon the death of a Sailor, the Navy takes responsibility for the Sailor's personal effects (PE) at the command, at an on base residence, and if able, at the Sailor's off-base residence. Per reference (a), Navy Personnel Command (NAVPERSCOM) Casualty Assistance Office (PERS-00C) then works with the command to return the property as outlined in this article.

2. **Policy**

a. The Navy is responsible for transferring the Sailor's property to the person eligible to receive effects (PERE). The PERE is designated according to the following order of precedence:

(1) Legal representative of the Sailor's estate, as outlined in reference (a).

(2) Un-remarried surviving spouse.

(3) Children in order of seniority (age).

(4) Parents in order of seniority (age).

(5) Siblings in order of seniority (age).

(6) Other blood relative.

(7) A person standing in loco parentis.

(8) A person named as a beneficiary in the will.

b. Transfer of the property is a transference of custody only; issues of title or ownership must be mitigated by the interested parties, either amicably or through the use of the applicable State civil court system.

3. Action

a. PERS-00C

(1) Determine the PERE (using the order established in subparagraphs 2a(1) through 2a(8)), and communicate that designation to all Navy region Casualty Assistance Calls Program (CACP) directors via the Defense Casualty Information Processing System (DCIPS).

(2) Once notified that there are PE to be shipped, generate and provide an assigned line of accounting (LOA) and send detailed instructions on its use.

(3) Should a legal contest of the PE be presented by a family member, provide an LOA to allow for temporary storage of the PE as outlined in subparagraph 3a(4). Additionally, PERS-00C will:

(a) Determine if the party seeking ownership would be an eligible recipient under normal circumstances.

(b) Determine an "acceptable" time to allow the proceedings to be initiated, normally 90 days.

(4) Generate and provide a [DD 1300 Report of Casualty](#) with an assigned LOA for the command to present to the applicable personal property office (PPO).

b. **Navy Region CACP Directors**

(1) Upon notification of a PERE in the region, assign a casualty assistance calls officer (CACO) (if one has not already been assigned), who will inform the PERE of the pending transfer of property and continue to be the PERE's point of contact throughout the transfer.

(2) When the shipment is scheduled, assign a CACO (or refer to the previously assigned CACO) and arrange for the CACO to meet the PERE and receive property.

(3) Keep PERS-00C informed of the movement of the PE and ensure they receive copies of the inventory.

c. **Command**

(1) Property Aboard Ship. Per reference (b), commanders will appoint an inventory board to collect and inventory the PE using [NAVSUP 29 Inventory of Personal Effects: Lost - Abandoned - Unclaimed](#). Reference (b) may be accessed via Naval Logistics Library common access card-enabled Web site at <https://login.navsup.navy.mil/my.policy>.

(a) The inventory board will consist of two members.

1. For enlisted personnel, the board will consist of the deceased Sailor's division officer and leading petty officer.

2. For officers, the board will consist of two officers.

(b) The supply officer will maintain custody of the PE until a PERE is determined and will:

1. Ship or mail the PE directly to the PERE, or

2. Make arrangements with the local PPO for shipment of the PE.

(2) Property Under Government Purview. PE in an office space, command building, or barracks or other on-base domicile may be handled as follows:

(a) A small amount of PE may be collected, secured, and moved to the location of primary property for inventory and shipment as arranged through the PPO.

(b) Barracks rooms or on-base housing must be secured until arrangements are made with the PPO for inventory and shipment.

(3) Property Located Outside Government Purview. PE located off-base should be identified and appropriate action taken as soon as practical.

(a) Per reference (c), the command will designate, in writing, a command representative as a point of contact for the move. Reference (c) may be accessed via Naval Logistics Library common access card-enabled Web site at <https://login.navsup.navy.mil/my.policy>.

(b) The command representative must contact the PPO to arrange the inventory, packing, and shipment of the PE. Points to consider:

1. No attempt must be made to stop a family member from entering the Sailor's off-base domicile. Family disputes regarding claimed property will be handled by the family members. Should this situation arise, inform PERS-00C.

2. In the event of a roommate(s), command representatives must not attempt to claim property which conflicts with claims made by the roommate(s).

(c) If the Sailor's property includes a vehicle(s), the command should make the vehicle(s) ready for shipment, as much as practical. Documents showing ownership or bank liens must be collected. The command must inform the PPO that a vehicle (up to two) exists and follow the guidance from that office.

(d) Special considerations for other unique items such as mobile homes, boats, or firearms are outlined in reference (d), part IV. Commands should provide advanced notice to the PPO regarding these types of items.

(4) Investigations. Should PE need to be retained to facilitate a line of duty or formal investigation, secure the PE and inform PERS-00C as soon as possible.

(5) Cleaning. Commands will ensure all property is cleaned or laundered prior to shipment.

(6) Sailor and PERE Cohabiting. When the PERE is a cohabitant of the lodging, the property is considered delivered. If the PERE is the spouse or child, then a final move may be arranged. For final move entitlement specifics, see reference (e).

(7) Disposition of Mail. Mail addressed to the Sailor must be retained until all next-of-kin have been notified, then distributed per reference (f).

Note: Commands encountering difficult or abnormal situations should seek guidance from the local PPO.

5. **Process Flow**. The following is a general flow of personal property inventory and delivery:

a. Command informs PERS-00C that deceased has PE to be shipped.

b. Command prepares PE in line with subparagraphs 3b(1) through 3b(3).

c. Command makes arrangement with PPO for inventory and pickup (if applicable).

d. PPO meets command representative at location of property and inventories and packs for shipment.

e. Navy region CACP director assigns CACO (or informs current CACO) to meet PPO personnel at the PERE's location for property delivery.

6. Additional Scenarios. The following are additional points for consideration:

a. U.S. Naval Academy Midshipmen. Per reference (e), personal items belonging to a midshipman who dies while enrolled at the Naval Academy will be shipped to the PERE.

b. Contaminated Domicile (Off-Base). The Navy is not responsible for the cleaning of an apartment or house soiled as the result of a death. The Navy is responsible for the cleaning of the Sailor's personal property only.

c. Natural or Unnatural Disasters. PERS-00C will entertain multiple shipments of personal property, as identified or discovered, following an event resulting in significant damage to the building in which the property was housed.

d. Private Storage Facilities. If the PE is stored by the Sailor in a private storage facility, the PERE will be responsible for any balance due to that facility.