DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

STATEMENT OF DISPOSITION OF REMAINS

Deceased	1. Name *(First, MI, Last)*	2. Component Grade ☐ USCG O - ☐ USCGR W - E -	3. EMPLID
Person Authorized to Direct Disposition (PADD)	4. Name *(First, MI, Last)*	5. Relationship to Deceased	6. Best Phone: Home / Work / Cell
	7.Address of PADD		

Transfer of PADD to another Next Of Kin (NOK), or relinquishment of PADD to USCG, or disposition direction by PADD

Option **A** _____ *PADD Initials*	• Coast Guard: Responsible for **PRIMARY (INITIAL) CARE EXPENSES** (includes embalming, dressing, standard casket, etc.), then **TRANSPORT** to the funeral home named below. • PADD: Responsible for all **SECONDARY CARE EXPENSES** (includes funeral home, funeral service, interment, etc.). • Designated Funeral Home: By law, the Coast Guard may reimburse PADD for certain expenses. By initials at left, PADD acknowledges limits that apply for Option A: • All **reasonable costs to transport remains**; *plus either* • Actual interment expenses, up to **$9,000** if interment was in a **civilian cemetery**; *or* • Actual interment expenses, up to **$6,000** if interment was in a **state or federal government cemetery**.
Option **B** _____ *PADD Initials*	• Coast Guard: Responsible for **PRIMARY (INITIAL) CARE EXPENSES** (includes embalming, dressing, standard casket, etc.), then **TRANSPORT** to the government cemetery named below. • PADD: Responsible for consigning remains directly for burial in a Government cemetery. Includes appropriate **SECONDARY CARE EXPENSES** (single grave space, interment, etc.). • Designated Government Cemetery: By law, the Coast Guard may reimburse PADD for certain expenses. By initials at left, PADD acknowledges limits that apply for Option B: • All **reasonable costs to transport remains**; *plus* • Actual interment expenses, up to **$2,500** for interment in a **state or federal government cemetery**.
Option **C** _____ *PADD Initials*	• Coast Guard: Responsible to arrange for cremation of remains. • PADD: See reverse side of this form for cremation options. Responsible for consigning remains directly for burial in a Government cemetery. Includes appropriate **SECONDARY CARE EXPENSES** (single grave space, interment, etc.). • Coast Guard: If requested, provide military escort or special escort for cremains (cremated remains) to:
Option **D** _____ *PADD Initials*	• PADD: **I desire to make all arrangements**. Release remains to the funeral home named below. • Coast Guard: Release remains to the funeral home designated by PADD. • Designated Funeral Home: By law, the Coast Guard may reimburse PADD for certain expenses. By initials at left, PADD acknowledges limits that apply for Option D: • All **reasonable costs to transport remains**; *plus either* • Actual interment expenses, up to **$10,500** if interment was in a **civilian cemetery**; *or* • Actual interment expenses, up to **$ 9,000** if interment was in a **state or federal government cemetery**.
Option **E** _____ *PADD Initials*	PADD: I acknowledge that I am, at this moment, the Person Authorized to Direct Disposition (PADD) of the remains of the Coast Guard member named in Block 1, above. For reasons that I do not need to state but that are sufficient for me, **I hereby reassign the rights and responsibilities of the PADD.** I believe I have the legal right to make this authorization. I specifically release the U.S. Coast Guard, its officers, agents, and employees from any and all liability that may arise from my decision. The right to direct disposition of these remains will rest exclusively with the new PADD. **1. PADD reassigned to _____; *or*** **2. PADD reassigned to the Coast Guard.**

8. *(For options A, B, or C)* Select one option

☐ Wooden Casket *(standard grade)* ☐ Metal Casket *(standard grade)* ☐ Wooden Urn ☐ Metal Urn ☐ Salt Urn

10. Typed or printed name of PADD	11. Signature of PADD:	Date
12. Typed or printed name of witness	13. Signature of witness:	Date

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S. Code § 1481, 10 U.S. Code § 2771, 37 U.S. Code § 555-556

PRINCIPAL PURPOSES: Used by the Person Authorized to Direct Disposition of Remains (PADD), who is the person designated beforehand by the deceased on form CG-2020D and is typically an immediate family member or Next-of-kin (NOK) of the deceased, to exercise the rights and responsibilities related to disposition of the remains of the deceased servicemember. Where the Coast Guard has custody of the remains, this form summarizes the PADD's directions to the Coast Guard with regard to identification, preparation, and expeditious return of the remains. This form further identifies who retains responsibility and possession of the remains, where those remains shall be consigned or their ultimate disposition, and how and to what extent the NOK shall be reimbursed for these expenses. This form also lists the burial benefit limits set by DoD and followed by Coast Guard. No SSN is needed, but an Employee ID Number (EMPLID) is required for positive identification of the deceased.

ROUTINE USES: Informs Coast Guard representatives and Decedent Affairs Officers (DAO) on the wishes of the PADD for the primary care, and when applicable secondary and final care, of the deceased servicemember's remains, similar to an agreement between a funeral home and the primary next of kin for civilian deaths. Authorizes Coast Guard representatives to direct the disposition of the remains up to the level desired by the PADD, which may range from no involvement with later reimbursement of authorized incurred expenses to full financial responsibility and custody up until the final point of interment or cremation, and combinations thereof. Information collected on this form is not routinely shared with other agencies of the Executive Branch, though it may be referenced and produced at any step in the funeral, interment, and honors process as proof of authority to act on behalf of the NOK. Release outside of the Executive Branch is restricted to funeral homes and their subcontractors, carriers for transport of remains, cemeteries, and other private entities directly involved in the care of the remains.

DISCLOSURE: Disclosure is voluntary. Failure to disclose this information may result in delayed return of the remains held in Coast Guard custody, delay in meeting the time-sensitive requirements for an expeditious funeral and interment service, inability to comply fully with the wishes of the PADD regarding care of the remains, and inability to complete a timely and complete reimbursement to the NOK for funeral-related expenses.

Reset

Ref: (a) ALCOAST 298/07, Decedent Affairs Program: Changes to Burial Benefits
(b) Commandant Instruction M1000.6A, Coast Guard Personnel Manual, effective with Change 42
(c) Department of Defense Instruction 1344.08, 11 March 2009, Interment Allowance for Deceased Military Personnel
(d) Department of Defense Instruction 1344.08, change 1, 17 April 2013
(e) ALCGPSC 094/13, Casualty and Decedent Affairs - Burial Benefit Increase
(f) Commandant Instruction M1770.9(series), Coast Guard Military Personnel Casualty and Decedent Affairs Manual

The Statement of Disposition of Remains (SDR) is a written declaration by the Person Authorized to Direct Disposition (PADD) as to their intent to exercise the rights and responsibilities of the PADD for the remains of their family member who died while on duty with the Coast Guard. Where the Coast Guard has custody of the remains, the form summarizes the PADD's directions for the Coast Guard to follow with regard to identification, preparation, and expeditious return of the remains.

CACO: Present this form to the PADD when discussing funeral and burial arrangements. To the extent possible, complete Blocks 1-7 prior to meeting with PADD.

Block 5: The default hierarchy for PADD moves through Next Of Kin (NOK), in a specific order, per reference (b):

1. Person specifically designated, in writing, by the deceased member
   (see PSC-2020D, section 5 --designated person is usually the spouse or blood kin, occasionally it might be a friend)
2. Spouse; (not ex-spouse)
3. Adult children 18 years of age or older, in order from eldest down;
4. Parents (eldest first);
5. Siblings (eldest first).
6. If there is no one in the hierarchy, seek guidance from Program Manager.

Individuals in the PADD hierarchy may decline to take specific action by designating another person to be PADD, or by designating the Coast Guard to function as PADD.

Primary care expenses: Services and supplies used for the search, recovery, storage, mortuary preparation, and casketing of remains. It may also include cremation and one urn for the cremains.

Secondary care expenses: Services and supplies used for a funeral along with interment (casket) or inurnment (urn with cremains). It may include one memorial service when remains were not recovered. Additional secondary care expenses may be reimbursed if remains are recovered after a memorial service or if there is more than one return of partial remains.

Process. The PADD selects one of the "Options" - A through E - and initials the space under the chosen option number.

- **Option A** - write the name, address, and phone number of the funeral home that will handle the interment or to which the remains will be shipped. Also identify the cemetery, if already known.
  - If the family would like to cremate the remains following the funeral service, the cost of the cremation will be covered under Primary Care Expenses paid by Coast Guard. A standard military urn (wood, metal, salt) may be provided to the PADD at no additional cost, or they may select an urn with an allowance of up to $400, also covered under Primary Care Expenses. (If multiple urns are desired, contact Program Manager.)
- **Option B** - write the name, city, and state of the veterans' cemetery where the interment will take place.
- **Option C** - **Direct Cremation.** The PADD requests the Coast Guard to make arrangements for the remains to be cremated. Cremains (ashes) will be delivered by military escort to a designated location for a funeral service. Reimbursement will be similar to Option A. Coast Guard may reimburse PADD for:
  - All reasonable costs to transport remains (normally by air or ground); plus either
  - Actual inurnment expenses, up to **$9,000** if inurnment was in a **civilian cemetery** or columbarium; or
  - Actual inurnment expenses, up to **$6,000** if inurnment was in a **state or federal government cemetery.**
    - *Burial at sea is reimbursed as if the sea were a government cemetery.*
- **Option D** - The maximum amount of reimbursement for primary and secondary expenses is shown.
- **Option E** - The PADD may relinquish the duty to direct disposition to other legal NOK (for example, spouse relinquishing rights of disposition to parents of the deceased) or to the Coast Guard. Be sure the form clearly shows to whom the torch is passed and indicate it in the space provided below the statement. The relinquishing PADD must initial Option E.
  - **CACO:** Process a new Statement of Disposition of Remains form with the new PADD's information and selected option. (Not required if PADD selected option E.2.)
  - **Finance office:** If option E.2 is selected, the reimbursement amounts noted on this form do not apply if option E.2 is selected. See paragraph 4 of reference (a).
    - Paying Funeral Expenses: In all cases where the Coast Guard will be paying the bill, the local Coast Guard finance office must be fully involved.
    - The mortuary and funeral home should bill the Coast Guard directly for authorized expenses. The CACO and DAO should work closely with the PADD and the funeral home to ensure both know the expenses for which they are responsible.
- **The Coast Guard is directly responsible for expenses**:
  - Option A -- for reasonable primary care expenses & transportation
  - Option B -- for reasonable primary care expenses & transportation
  - Option C -- for reasonable primary care expenses, including cremation, & transportation
  - Option D -- zero expenses, PADD is taking full responsibility
  - Option E.1 -- zero expenses, PADD is merely being shifted to someone else
  - Option E.2 -- for reasonable primary care expenses, secondary care expenses, & transportation.
- **Reimbursing Funeral Expenses**: Some expenses may be reimbursable when the PADD files a claim for reimbursement. This applies to expenses arranged up front by the PADD, including secondary care expenses in options A, B or C, to primary and secondary care expenses in option D, and to excess costs (optional up-charges) in option E.2.
- **Coordination for Claiming Reimbursement**:
  - Usually reimbursement claims are made by the PADD, but may be made by other NOK if they bore an expense that is reimbursable. We prefer to handle just one reimbursement claim in a case. If an exception arises, respond tactfully and contact the Decedent Affairs Program Manager.
  - **CACO**: Work with PADD (or NOK). Send five things to DAO: completed DD-1375, copies of paid invoices, copy of a deposit slip where reimbursement should be sent, DD-1300, and this Statement of Disposition of Remains. On the DD-1375, block 1 (military activity preparing this form) is usually the DAO's ISC or PSSU but could be some other unit, particularly a Headquarters unit. Block 2 is FINCEN (OPAMR3). (Total of 5 things for members.)
  - **DAO**: Review the claim. Prepare a memo to show what is reimbursable.
  - **Finance office**: The Base finance office should add a document number and line of accounting, and send the document to FINCEN(OPAMR3) for payment. Send to: **Coast Guard Finance Center (OPAMR3), 1430A Kristina Way, Chesapeake, VA 23326-1000**.
  - **DAO**: Send email to Decedent Affairs Program Manager to request reimbursement of the unit's expenses.
  - **CACO**: Follow up with PADD or NOK to confirm receipt of reimbursement. Record results on CACO Actions & Phases checksheet.

Reimbursable expenses. The Government may reimburse certain expenses. Some expenses are not reimbursable. Typically, non-reimbursable expenses are food or beverage but might also include uncommon expenses such as landscaping in a private cemetery. Most questions arise with secondary care expenses. Simply stated, reasonable, customary, and spiritually significant expenses may be considered. Any food or beverage, or anything that amounts to landscaping or capital improvement, or any clothing (except for the deceased) will not be approved for reimbursement.

Examples of reasonable transportation expenses authorized for reimbursement.

- Removal of remains from place of death or place where remains are released by authorities, to a preparing mortuary or funeral establishment. Example: ground transportation from hospital to mortuary.
- Delivery of remains from the preparing mortuary to the crematory, and return.
- Transit permits.
- Delivery of remains from mortuary directly to funeral home. Example: ground transportation for 153 miles. [Note 2]
- Delivery of remains from mortuary to a common carrier. Example: at airport.
- Protective packaging of casket in transit. Examples: air tray, outer shipping container.
- Ziegler case (a water-tight metallic shipping box used by funeral directors, also called a transfer case) when needed.
- Shipment of remains by common carrier. Example: commercial airline.
- Basic transportation fee (FTC rule 453)
- Delivery of remains from common carrier at destination to receiving funeral home.
- Delivery of remains from common carrier at destination directly to a designated Government cemetery.
- Delivery of remains from funeral home to a local cemetery. Example: hearse. May go via a place of worship for funeral.
- Police escorts when required by local laws.
- Service vehicle (family car, clergy car, car for flowers)

[NOTE]

1. "Reasonable cost to transport remains" shall not exceed the amount the government would pay to transport the remains.
2. Example of "ground transportation for 153 miles" is not a rule, it is only an example. Transportation should be reasonable.

Common reimbursable primary care expenses	Common reimbursable secondary care expenses
Removal of remains (also see transportation costs)	Stop-over expenses for remains (Note)
Embalming	Burial permits and licenses
Restorative art	Death certificates from mortuary or funeral home
Clothing for deceased, to include dry cleaning, laundry, insignia, and tailoring	Minimum service package for direct burial
Dressing the remains	Minimum service package for receiving remains
Casketing the remains	Obituary published in print or other media
Casket of standard quality	Professional services
Special handling for contagious disease	Religious items required for disposition of remains
Minimum service for shipping remains (FTC rule 453)	Service bulletins or service orders
Cosmetology	Cooling or refrigeration
Hair styling and dressing	Guest register
Professional services	Prayer cards
Other preparation of remains [Example: decontamination]	Use of facilities (examples: viewing, visitation, wake)
Death certificates [Note]	Perishable items (examples: flowers, ice sculpture, butterflies)
Medical examiner's cremation authorization	Chapel or religious facility
Cremation, to include cremation container	Funeral service
Urn of standard quality for cremains	Music (examples: organist, vocalist(s), other instrumentalist(s))
Engraving of urn	Clergy honorarium
	Flower car
	Lead vehicle for funeral procession
	Pall bearers
	Police escort for funeral procession, if optional
	Family car (examples: immediate family, PADD)
	Other musicians (examples: vocalists, bagpiper, bugler)
	Cemetery equipment
	Graveside service
	Opening and closing of grave
	Outer burial container (examples: grave liner, vault)
	Single grave space (Note)
	Temporary grave marker
	Casket rental prior to cremation
	Columbarium niche
	Minimum service package for direct cremation
	Acknowledgment cards
	Death certificates from Vital Records (Note)
	Permanent grave marker
	Sales tax paid by PADD or NOK
	Staff, facilities, and equipment for beverage service
	Staff, facilities, and equipment for food service

[NOTE]

Death certificates: Morticians certify death and identity. Medical examiners certify cause. Vital Records have final certificates. In a reimbursement situation the number of death certificates is solely up to the PADD.

A "single" grave is the length and width you'd expect. A double grave, side-by-side, will be reimbursed at the single grave rate. A double grave, over-under, might be mostly reimbursable --get further instructions.

Stopover expenses include transfer to & from intermediate mortuary, refrigeration, and standard service package.