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JSP 751



# Ministry of Defence

**VOLUME 2  
(MANAGEMENT OF THE DECEASED)**

**JOINT CASUALTY & COMPASSIONATE POLICY & PROCEDURES**

**MINISTRY OF DEFENCE  
CHIEF OF DEFENCE PERSONNEL**

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[Issue 15 – 14 Jan 15](#)

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**TABLE OF AMENDMENTS**

JSP 751 has been reissued under issue number 15. Significant changes have been made to elements within this JSP. All changes have been inserted in BLUE text and marked with a BLUE side line in the right hand margin of the relevant page.

**RECORD OF CHANGES**

<b>CHANGE NO</b>	<b>AMENDED BY</b>	<b>DATE</b>
Issue 02	SP Pol Welfare	11 Jul 05
Issue 03	SP Pol Welfare	30 Mar 06
Issue 04	SP Pol Welfare	28 Feb 07
Issue 04	Pre Amendment Sp Pol Welfare	01 March 07
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Issue 07	SP Pol Welfare	18 December 08
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Issue 14	Pers Trg-SVW-OpWelfare 1	7 Jul 14
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**PRE AMENDMENTS TO JSP 751**

The following amendments should be taken into consideration when consulting JSP 751; these amendments will be formally incorporated into the document at the scheduled amendment date.

VOL	CHAP	PARA	

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**JSP 751**  
**CASUALTY AND COMPASSIONATE POLICY AND PROCEDURES**  
**VOLUME 2**

**CONTENTS**

CHIEF OF DEFENCE PERSONNEL .....	i
TABLE OF AMENDMENTS .....	ii
RECORD OF CHANGES .....	ii
PRE AMENDMENTS TO JSP 751 .....	iii
<b>VOLUME 2 PART 1 .....</b>	<b>1-1</b>
<b>CHAPTER 1 - REPATRIATION OF THE DEAD .....</b>	<b>1-1</b>
Section 1 - Outline .....	1-1
Section 2 - General Principles .....	1-1
Section 3 - Eligibility .....	1-2
Section 4 - Role of JCCC.....	1-3
Section 5 - Movement Responsibilities .....	1-4
Section 6 - Documentation .....	1-5
Section 7 - Preparation of the Body.....	1-5
Section 8 - Contaminated Bodies.....	1-6
Section 9 - Body Parts .....	1-6
Section 10 - Viewing the Body.....	1-7
Section 11 - Legal Requirements.....	1-7
Section 12 - Reception of the Body in UK .....	1-8
Section 13 - Allowances for Relatives Attending Repatriation.....	1-11
Section 14 - Repatriation of Ashes .....	1-11
Section 15 - Repatriation of Dependants .....	1-12
Section 16 - Liaison with Bereaved Families .....	1-12
Annexes:.....	1-13
CERTIFICATE OF CAUSE OF DEATH.....	A-1
CERTIFICATE OF PERSONAL PARTICULARS OF THE DECEASED.....	B-1
Specimen Letter To HM Coroner United Kingdom.....	C-1
INFORMATION REQUIRED BY FOREIGN AUTHORITIES FOR THE REPATRIATION OF A BODY.....	D-1

i

OFFICIAL

OFFICIAL

REPATRIATION CEREMONIES .....	E-1
ALLOWANCES AND ENTITLEMENTS FOR RELATIVES OF DEAD UK SERVICE PERSONNEL REPATRIATED FROM OVERSEAS .F-Error! Bookmark not defined.	
LIAISON WITH BEREAVED FAMILIES .....	G-1
TERMS FOR REPATRIATION OF CROWN SERVANTS FROM OPERATIONAL THEATRES.....	H-1
<b>CHAPTER 2 - REGISTRATION OF DEATHS .....</b>	<b>2-1</b>
Section 1 - Outline .....	2-1
Section 2 - General .....	2-1
Section 3 - Deaths in the UK .....	2-1
Section 4 - Registration of Deaths Outside the UK.....	2-2
Section 5 - Enemy Prisoners of War (EPoW).....	2-3
Section 6 - Still-Born Infants .....	2-4
Section 7 - Presumption of Death .....	2-4
Section 8 - Death Certificates .....	2-4
Section 9 - Registration of Births & Marriages of UK Service Personnel and Dependents Serving Overseas .....	2-5
Annexes:.....	2-6
SERVICE REGISTERING OFFICERS .....	A-1
<b>CHAPTER 3 - FUNERALS, BURIALS, CREMATIONS &amp; HEADSTONES .....</b>	<b>3-1</b>
Section 1 - Outline .....	3-1
Section 2 - General .....	3-1
Section 3 - Eligibility.....	3-1
Section 4 - Funeral Options .....	3-2
Section 5 - Private Funeral.....	3-4
Section 6 - Private Funeral in a Country other than UK, Eire or where the Service person died.....	3-4
Section 7 - Flags to Cover the Coffin .....	3-5
Section 8 - Memorial .....	3-5
Section 9 - Burial at Sea .....	3-5
Section 10 - Funeral Overseas .....	3-5
Section 11 - Dependants .....	3-6
Section 12 - Burial/Cremation Reports.....	3-7

## OFFICIAL

Section 13 - Military Cemeteries .....	3-7
Section 14 - Funeral Grants and Admissible Expenses .....	3-8
Section 15 - Role of JCCC.....	3-8
Section 16 - UK Armed Forces Representation at Funerals of Foreign Nationals working within the UK CoC.....	3-8
Annexes: .....	3-8
GRAVES, HEADSTONES, BOOKS OF REMEMBRANCE, OAK CASKETS AND URN MARKERS .....	A-1
FAMILY ATTENDANCE AT FUNERALS OVERSEAS .....	B-1
BURIAL/CREMATION REPORT .....	C-1
MILITARY CEMETERIES .....	D-1
FUNERAL GRANTS AND ADMISSIBLE EXPENSES .....	E-1
<b>CHAPTER 4 - SERVICE INQUIRIES.....</b>	<b>4-1</b>
Section 1 - Outline .....	4-1
Section 2 - Service Inquiry .....	4-1
<b>CHAPTER 5 - CORONERS INQUESTS.....</b>	<b>5-1</b>
Section 1 - Outline .....	<b>Error! Bookmark not defined.</b>
Section 2 - Coroners Inquests .....	<b>Error! Bookmark not defined.</b>
Annex: .....	<b>Error! Bookmark not defined.</b>
CLAIM FORM FOR AUTHORISED FAMILY GROUP MEMBER ALLOWANCES RELATED TO THEIR ATTENDANCE AT INQUESTS INTO DEATHS ATTRIBUTABLE TO SERVICE.....	A-1
<b>CHAPTER 6 - DISTRIBUTION OF EFFECTS .....</b>	<b>6-1</b>
Section 1 - Outline .....	6-1
Section 2 - General .....	6-1
Section 3 - Actions by the Unit.....	6-2
Section 4 - Role of JCCC.....	6-7
Section 5 - Role of the VO.....	6-8
Annexes: .....	6-8
SERVICE POLICE INVESTIGATIONS .....	A-1
<b>CHAPTER 7 - PAYMENTS MADE TO THE ESTATE OF DECEASED SERVICE PERSONNEL BY THE JCCC .....</b>	<b>7-1</b>
Section 1 - Details of Payments made by JCCC.....	7-1
Section 2 - Calculation of Operational Allowance and Council Tax Refund.....	7-1

OFFICIAL

Section 3 - Financial Credit for Untaken Leave at date of Death .....	7-2
Section 4 - Notification of and Claiming Payment – Legal Requirements .....	7-2
Section 5 - Exemptions from Inheritance Tax .....	7-3
Section 6 - Exemption from IHT in Respect of Previous Military Service .....	7-3
<b>CHAPTER 8 - GRAVES MAINTENANCE AND HISTORIC CASUALTY</b>	
<b>CASEWORK 8-1</b>	
Section 1 - Outline .....	8-1
Section 2 - World War Graves and Non-World War Graves .....	8-1
Section 3 - Policy for Maintenance of Service Graves .....	8-1
Section 4 - Non-World War Graves .....	8-2
Section 5 - Non-World War Graves in the United Kingdom .....	8-3
Section 6 - Non-World War Graves Overseas .....	8-4
Section 7 - Newly Identified Non-World War Graves World-Wide .....	8-4
Section 8 - The Role and Responsibilities of the CWGC .....	8-5
Section 9 - Discovery of the Remains of Servicemen .....	8-5
Section 10 - Claims As To The Identity of Unknown Soldiers .....	8-7
Section 11 - Licensing of Aviation Archaeology .....	8-7
Section 12 - War Memorials .....	8-8
Section 13 - Armed Forces Memorial Database .....	8-8
Section 14 - General Enquiries Referring to Historic Casualty Casework .....	8-9
Section 15 - The Elizabeth Cross .....	8-9
Annexes: .....	8-9
GUIDANCE FOR OFFICIALS INSPECTING MILITARY GRAVES .....	A-1
MILITARY GRAVES MAINTENANCE COMMITMENTS .....	B-1
ORGANISATIONS INVOLVED IN HISTORIC CASUALTY CASEWORK .....	C-1

## Volume 2 Part 1

### CHAPTER 1 - REPATRIATION OF THE DEAD

#### Section 1 - **Outline**

**02.01.0101.** This Chapter covers the repatriation of deceased Service personnel and other entitled persons from overseas. It explains the various responsibilities for preparation of the body, shipment and the required documentation. It covers contact with bereaved families and also with the Coroner. Finally it includes details of reception arrangements including formal reception ceremonies and the allowances for family members to be present.

#### Section 2 - **General Principles**

**02.01.0102.** The following general principles apply:

- a. MOD policy is to repatriate to the UK the bodies of deceased Service personnel, including Foreign and Commonwealth (F&C) personnel<sup>1</sup> wherever possible and as soon as practicable. Additionally, the MOD will repatriate the bodies of dependants and entitled civilians who die whilst accompanying their Service spouse/civil partner/parent on assignments overseas.
- b. Repatriation of a deceased Service person / dependant / entitled civilian to a location in the UK chosen by the Next of Kin (NOK) will be arranged by the Services and will be at public expense.
- c. Repatriation to a location other than the UK will be considered on a case by case basis by SP Pol Allces. Repatriation of F&C personnel to their Country of Origin (CoO) is authorised at public expense. Additionally, the repatriation, at public expense of the mortal remains of F&C dependants, who die whilst accompanying their Service spouse/civil partner/parent, to the CoO is authorised. Such repatriations may be either direct from the country of death to the CoO, or via the UK, depending upon: whichever is most practical, any requirement for a UK Coroner's inquest and any other associated factors.

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<sup>1</sup> F&C personnel are individuals who were born and brought up in a foreign country but who subsequently travelled to the UK, at their own expense, to enlist in the British Armed Forces. The same entitlements will also apply to Gurkha Service personnel and their families.



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- d. The NOK and family will be kept informed at all times by the Visiting Officer (VO) and consulted on all key decisions.
- e. The Joint Casualty & Compassionate Centre (JCCC) will be responsible for all contact with HM Coroner.
- f. Repatriation is a solemn affair and is to be carried out with respect and dignity.

### Section 3 - Eligibility

**02.01.0103.** The following are eligible for repatriation in accordance with this Chapter:

- a. Service Personnel serving overseas<sup>2</sup> including F&C personnel (see paragraph 02.01.0109.a), members of the Reserve Forces, Expeditionary Forces Institute (EFI) & Naval Canteen Service (NCS). UK based MOD Civilians serving overseas.
- b. Dependants<sup>3</sup> of the above on accompanied overseas tours.
- c. NAAFI UK based civilians serving overseas in accordance with the Operational/EFI SLA between NAAFI and MOD<sup>4</sup>.
- d. Members of the following MOD funded Welfare Services serving overseas:
  - (1) Soldiers' Sailors' & Airmen's Families Association (SSAFA).
  - (2) Women's Royal Voluntary Service (WRVS).
  - (3) Defence Medical Welfare Service (DMWS).
- e. Foreign exchange personnel serving with UK Forces, and their dependants (in accordance with existing single Service Memoranda of Understanding (MOUs)).
- f. Crown Servants<sup>5</sup> from Operational Theatres (in accordance with existing Memoranda of Understanding (MOU) see Annex H.

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<sup>2</sup> Including Northern Ireland

<sup>3</sup> Dependants include domestic servants and nursemaids, provided they were able to move at public expense and stillborn infants carried in utero for 24 weeks or more.

<sup>4</sup> Includes repatriation of 3<sup>rd</sup> Country Nationals to their CoO.

<sup>5</sup> Any diplomatic service, civil service or other public servant deployed in an operational Theatre.

2-1-1-2

OFFICIAL

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- g. Contractors on Deployed Operations (CONDO) and other essential civilians deployed overseas in support of MOD, see JSP 567 (Contract Support to Operations) for further details.

**02.01.0104.** Repatriation at public expense is only from the country in which the individual had been assigned. Personnel on leave<sup>6</sup>, or otherwise not on duty, travelling to other countries, are expected to make private arrangements for medical insurance covering repatriation to the country to which they have been assigned (or to the UK). Following any such private repatriation, the standard options in respect of repatriation from the country of assignment apply.

**02.01.0105.** If an F&C Service Person who is assigned overseas dies in that overseas country, their mortal remains may be repatriated to their CoO at public expense. This also applies if they are on leave within the country in which they are assigned at the time of their death. If, however, a F&C Service person who is assigned overseas dies while on leave in another country (except the UK), then their mortal remains will not be repatriated to their CoO at public expense. The same principles apply to the mortal remains of accompanying dependants and entitled civilians.

#### Section 4 - Role of JCCC

**02.01.0106.** JCCC's broad areas of responsibility include:

- a. The co-ordination of repatriations to the point where the body/ashes are in the possession of the family's undertakers.
- b. Custodian of the contract with the MOD Repatriation contractor<sup>7</sup>.
- c. Tasking the MOD Repatriation contractor.
- d. Arranging repatriation to a location other than the UK (when authorised by Pers Trg SVW Operational Welfare 1).
- e. Maintaining liaison with all key players including:
  - (1) The appropriate chain of command, including PJHQ.
  - (2) The Notifying Authorities (NAs) and VOs [see Chapter 4].

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<sup>6</sup> Service personnel are strongly advised to take out appropriate travel insurance before travelling anywhere overseas at their own expense.

<sup>7</sup> Currently KCH Repatriation.

OFFICIAL

- (3) Pers Trg SVW Operational Welfare 1, Single Service Secretariats and PJHQ J9 staff for providing submissions and appropriate briefs for ministers and Service Chiefs of Staff.
- (4) The MOD contractor for the movement of bodies.
- (5) The relevant Coroner's Office and, where required, other government departments.
- (6) MOD Director News (D News) and Single Service media leads.
- (7) Service Movements staffs.
- (8) Service police as appropriate.
- (9) RAF Air Command (HQ AIR) for movement using RAF aircraft and RAF airfields and for Operations PABBAY and KEIR (see Volume 2, part 1 paragraph 02.01.0126)

### Section 5 - Movement Responsibilities

**02.01.0107.** The instructions covering all aspects of the movement of a body are in JSP 800. When repatriation is required from a country or theatre with a UK Service movement's organisation<sup>8</sup> arrangements are to be made by the overseas unit/HQ, keeping JCCC informed. Preparation of the body for repatriation from these countries, including embalming where appropriate, is to be made through the agents of the MOD repatriation contractor, who will be tasked by HD JCCC.

**02.01.0108.** HD JCCC is responsible for informing the MOD contractor of the arrangements for the arrival of the body in the UK. They, or their accredited agent, will then be responsible for meeting the aircraft, clearing the body through customs and obtaining the Coroner's authority to remove the body from the airfield of arrival to the undertaker chosen by the NOK.

**02.01.0109.** In countries where there is no UK movements organisation HD JCCC will task the MOD contractor to make all the arrangements for the repatriation using civil scheduled airlines.

**02.01.0110.** In the unlikely event that the contractor cannot assist with repatriation, the Defence Attaché/Adviser at the nearest British Embassy is to be contacted and asked to make the necessary arrangements.

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<sup>8</sup> Currently Germany, Cyprus, Gibraltar, USA (Dulles AFB, Washington DC and Travis AB), Canada, Kenya, Falklands Islands, Afghanistan, Iraq and Bosnia.

## Section 6 - Documentation

**02.01.0111.** Timely delivery of the required documentation to the Coroner is vital in allowing the prompt release of the body to the bereaved family for burial/cremation.

**02.01.0112.** Under current UK regulations, the following documents must accompany a body being brought into the UK:

- a. Doctor's Certificate of Cause of Death. (See Annex A)
- b. Certificate of Personal Particulars. (See Annex B)
- c. A letter to HM Coroner from the OC of the unit, or their Commanding headquarters, in cases where the death was due to unnatural causes (See example at Annex C)
- d. Passport

**02.01.0113.** Where a post-mortem is carried out overseas a copy of the initial findings, where practicable, should be included among documentation accompanying the body and passed to the coroner.

**02.01.0114.** The documents accompanying the body are to be handed to the MOD Repatriation contractor in a sealed envelope with the contents clearly marked on the outside when the body is handed over. If repatriation takes place under arrangements made by a Service air movement organisation, the envelope is to be attached to the No 1 copy of RAF Form 1380.

**02.01.0115.** Information Required by Foreign Authorities. If the death occurs in certain foreign countries (notably USA and France) some additional information (details at Annex D) will be required before the authorities will release the body for repatriation.

## Section 7 - Preparation of the Body

**02.01.0116.** Where bodies are repatriated to the UK the following requirements<sup>9</sup> are to be observed.

- a. **From temperate European countries.** The coffin will have a sealed inner lining, usually of zinc. There is no specific requirement for embalming<sup>10</sup> unless

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<sup>9</sup> This will normally be done by the MOD contractor except in some operational situations.

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required by local law or IATA regulations for the transportation of bodies from the country concerned.

- b. From the Arabian Gulf area. Where embalming is required, the JCCC will task the MOD contractor, or their agents, to perform this task. Otherwise bodies are to be placed in refrigeration at the Unit and later sealed into a zinc-lined coffin enclosed in a suitable robust outer case (to prevent damage and possible penetration or rupture of the metal inner coffin). These procedures are to be carried out to the satisfaction of the Medical Officer. Bodies are then to be flown to the UK by Service aircraft.
- c. From other areas. Bodies are to be embalmed when dictated by local law, IATA regulations, or where necessary for operational / environmental reasons (such as likely delay in transporting). The coffin must have a hermetically sealed lining usually of zinc and the outer coffin will be sealed. The embalming of a body requires an adequate professional standard and should be carried out as a service by the local agents of the MOD repatriation contractor, wherever possible.

### Section 8 - **Contaminated Bodies**

**02.01.0117.** If fatalities are suspected to have been caused by chemical or biological agents, or radiological/nuclear material (CBRN)), then repatriation will only proceed once the presence of a CBRN agent has been confirmed or ruled out, and then on the basis of a risk assessment by the Commanding headquarters. In such cases the deceased's family must be informed and kept in the picture throughout by the VO.

### Section 9 - **Body Parts**<sup>11</sup>

**02.01.0118. Policy.** It is MOD policy that all parts of dead Service personnel are to be recovered and repatriated<sup>12</sup>. This includes body parts that may subsequently be identified during further investigation.

**02.01.0119. Informing the Coroner.** HD JCCC is responsible for ensuring that the Coroner is informed if a body to be repatriated is not complete and consulted regarding the subsequent recovery of any body parts.

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<sup>10</sup> When embalming is required JCCC is to inform the relevant Coroner who may require a post mortem to be carried out prior to embalming.

<sup>11</sup> Notwithstanding potential legal implications a universally agreed definition of 'body part' is yet to be found. For the purposes of this JSP body parts are defined as 'those non-regenerative parts detached at the point of death'.

<sup>12</sup> Unless the NOK have chosen a funeral overseas or decided to make other arrangements.

2-1-1-6

OFFICIAL

**02.01.0120. Informing NOK.** It is essential that if there is any likelihood that some parts of the body will have not been recovered (or identified) when it is repatriated (or there is a funeral overseas) that this is explained to the NOK (and EC if different). They may wish to delay the funeral but must be warned that if there is a need for DNA testing this can take a considerable time. NOK are to be informed on all subsequent recovery and identification of body parts and consulted regarding their repatriation or disposal. The JCCC is to co-ordinate when and how the information is passed to the NOK after consultation with the Coroner and the VO.

#### Section 10 - **Viewing the Body**

**02.01.0121.** The NOK and bereaved family has the right to view the body after repatriation should they wish. However, it is important that they are given informed advice as to the state of the body if there is any chance that it will cause unnecessary distress. This advice can come from the Coroner, the MOD Contractor or the undertaker. However it is most important that the advice given is clear and consistent and, therefore, the JCCC should seek to clarify the position with all the agencies prior to the NOK being briefed and inform the VO accordingly.

#### Section 11 - **Legal Requirements**

**02.01.0122.** The Coroner (or Procurator Fiscal in Scotland) into whose area the body will be repatriated, is to be informed in advance by the JCCC. The required documentation (see paragraph 02.01.0110 to 02.01.0113) accompanying the body must be handed to the Coroner when the body arrives at the UK point of entry. Thereafter all subsequent discussions with the Coroner are to be conducted via the JCCC.

**02.01.0123.** For deaths resulting from other than natural causes, the Coroner is required to hold an Inquest<sup>13</sup> and may request a post mortem examination irrespective of whether such an examination was carried out overseas<sup>14</sup>. This is a civil matter, over which the MOD has no control and it may not be possible to finalise the funeral arrangements until the Coroner has released the body to the undertaker. This will have to be explained to the NOK by the VO.

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<sup>13</sup> In Scotland the Procurator fiscal may decide to hold a Fatal Accident Inquiry but unlike an Inquest it is discretionary not mandatory.

<sup>14</sup> Currently for operations a Service pathologist will not be deployed to conduct post-mortems.

## Section 12 - Reception of the Body in UK

**02.01.0124. Policy.** Repatriation is a solemn affair and is always to be carried out with respect and dignity. Where there is to be a formal ceremony to demonstrate the nation's respect for those who have died overseas it will be conducted at the reception of the body into UK. The funeral is considered to be a private occasion for the bereaved family. Further details and the principles determining their appropriateness are shown in Annex E.

**02.01.0125. Operation BOWDEN.** This standard reception is used for all Service personnel and entitled civilian categorised as Dead Cause Not Known (DNK) and Non-Operational Death (NOD). The repatriation of the body is conducted with due dignity but largely as a matter of routine, with little or no ceremony, to a civil or military airfield using existing air transport arrangements. It is not recommended that family members attend the reception airhead. However, if the family wishes to be present, there needs to be close liaison between the VO, the Notifying Authority (NA), JCCC and the deceased's unit in order to make the necessary arrangements. In such cases, it will probably be appropriate for the VO to accompany the family.

**02.01.0126. Operations PABBAY.** This applies to Service personnel categorised as Killed in Action (KIA), Died of Wounds (DOW) and Died on Operations (DOP). It allows for a degree of ceremony but is physically distinct from Operation KEIR. Key elements are:

- a. For deaths on Operations Operation PABBAY is the default ceremony. For deaths occurring in other areas the decision to implement Operation PABBAY will be taken by DCDS(Pers) following advice from the appropriate single Service in consultation with CJO (if a PJHQ led operation) and HQ AIR. The format to be used to gain authority to implement Operation PABBAY is at Appendix 5 to Annex E.
- b. Ministers (SofS, USofS, Min(AF) and Min(DE&S)) must be formally notified of Operation PABBAY at least 48 hours before the event. This will be achieved by the office of DCDS(Pers) copying the completed form (Annex B) to the distribution list on the form.
- c. There would be no band – although exceptionally, the Chief of Staff of the Service concerned would have the option of seeking DCDS(Pers) agreement that a band should be present.
- d. There would be a military bearer party.
- e. There would be no media facility unless requested or deemed desirable. Ministers are to be notified if a media facility is to be provided.

2-1-1-8

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- f. The ceremony would take place during normal working hours.
- g. The Lead Authority would command the Operation.

**02.01.0127. Operation PLOVER.** This applies to Tier 1 SF personnel categorised as Killed in Action (KIA), Died of Wounds (DOW) and Died on Operations (DOP). It follows the format of Operation PABBAY but will take place at a discrete location away from the repatriation airhead. Key elements are:

- a. The decision to implement Operation PLOVER will be taken by DCDS(Pers) following advice from DSF in consultation with CJO (if a PJHQ led operation) and HQ AIR. The format to be used to gain authority to implement Operation PLOVER is at Appendix 5 Annex E.
- b. Ministers (SofS, USofS, Min(AF) and Min(DE&S)) must be formally notified of Operation PLOVER at least 48 hours before the event. This will be achieved by the office of DCDS(Pers) copying the completed form (Annex C) to the distribution list on the form.
- c. There would be no band – although exceptionally, DSF would have the option of seeking DCDS(Pers) agreement that a band should be present.
- d. There would be a military bearer party.
- e. There would be no media facility.
- f. The ceremony would take place during normal working hours.
- g. DSF would command the Operation.

**02.01.0128. Operation KEIR.** This is designed to cover exceptional circumstances where it is considered appropriate to demonstrate the highest level of (National) respect. It is impossible to be prescriptive but criteria that may influence a decision include: the nature of the operation, circumstances surrounding the incident and the number or rank of fatalities. Key elements of the ceremony are:

- a. The decision to invoke Operation KEIR would rest with the Secretary of State, based upon the advice of DCDS(Pers). Recommendations for Operation KEIR will be made using the format at Appendix 6 to Annex E.
- b. The deceased will be repatriated to RAF BRIZE NORTON during normal working hours.

2-1-1-9

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- c. Members of the Royal Family, Ministers and very Senior Officers would be invited to attend.
- d. A military bearer party and State band would participate in the ceremony.
- e. There would be a media facility.
- f. The Lead Authority would command the Operation.

**02.01.0129. Operation GARMENT.** This is designed to cover exceptional circumstances where the number of fatalities arising from an incident exceeds the capacity of Operation KEIR, and it is considered appropriate to demonstrate the highest level of (National) respect. The criteria that will influence a decision include the number of fatalities and time constraints. Key elements of the ceremony are:

- a. The decision to invoke Operation GARMENT would rest with the Secretary of State, based upon the advice of DCDS(Pers). Recommendations for Operation GARMENT will be made using the format at Appendix 7 to Annex E.
- b. The deceased will be repatriated to RAF BRIZE NORTON during normal working hours.
- c. Members of the Royal Family, Ministers and very Senior Officers would be invited to attend.
- d. The remains of up to 35 personnel would be transported together and unloaded out of public view with dignity but no formal ceremonial. Coffins would then be dressed and a group ceremony conducted with highest level of (National) respect.
- e. A state band would participate in the ceremony.
- f. There would be a media facility.
- g. The Lead Authority would command the Operation.

**02.01.0130. Military Attendance.** This is For Operations BOWDEN, PABBAY and PLOVER, Royal Colonels-in-Chief should be informed of a death (through DS Sec), but they should not be invited to the repatriation. Military attendance should be restricted to those who have a clear representative or supportive role. The funeral is the occasion for wider attendance, subject to the wishes of the family.

**02.01.0131. Family Involvement.** When determining the level of repatriation single Service secretariats should take full note of the wishes of the family, which should be

2-1-1-10

OFFICIAL

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adhered to as far as possible. However, the overall aim of repatriation is to minimize delay between arrival of the deceased at the airhead and release of the remains to the family by the coroner. Families therefore should be advised that they are under no obligation to attend the repatriation of their loved one, but can be reassured that the ceremony will be conducted with due dignity.

**Section 13 - Allowances for Relatives Attending Repatriation**

**02.01.0132.** The allowances available for family members to attend the repatriation of the body of a deceased Service person are detailed at Annex F. It should be noted that the maximum number in each family group is restricted to 7 although this may be exceeded in exceptional circumstances with prior approval from PERS TRG SVW OPERATIONAL WELFARE 1.

**Section 14 - Repatriation of Ashes**

**02.01.0133.** The procedure for the repatriation of ashes is as follows:

- a. After cremation the unit responsible for the funeral arrangements is to obtain the ashes and place them in a strong polythene bag (if the cremation authorities have not already done so). This bag is then to be packed in a stout light container.
- b. The container is to be marked for dispatch by airmail, certified as official by a responsible officer and sent by Forces Postal & Courier Service registered mail directly to the JCCC. The Container must be accompanied by:
  - (1) The official Cremation Certificate giving the Cremation number.
  - (2) A Customs Declaration or other statement signed by the Unit commander or his deputy certifying:

“The enclosed ashes are those of .....  
(full Service particulars of the deceased)  
cremated at.....(location) on .....(date)”
- c. The unit is to inform JCCC of the date and time of despatch and details of the package.
- d. On receipt HD JCCC is to make arrangements for the provision of a suitable casket and arrange onward despatch to the VO for delivery to the NOK or their undertaker.

2-1-1-11

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## Section 15 - Repatriation of Dependants

**02.01.0134.** The arrangements for the repatriation of the bodies of entitled dependants (see paragraph 02.01.0103) is exactly the same as for Service persons.

## Section 16 - Liaison with Bereaved Families

**02.01.0135.** It is essential that the deceased's NOK and family are kept informed at all times and their views sought. The VO must do this personally. The JCCC is to remain in close contact with the NA and VO who must, in turn, pass on information to the family as quickly as possible. The guiding principles underpinning the support and advice to be offered to bereaved families are at Appendix 1 to Annex E.

**02.01.0136.** There are circumstances where the Coroner may wish to meet the deceased's family to discuss matters such as the release of the body, the procedures for an inquest, the need for DNA testing or the issue of a death certificate. This is to be facilitated by the JCCC through the VO who should, ideally, also be present for the discussion.

**02.01.0137.** It is important that up-to-date contact details are maintained by single Services for bereaved families. The single Services have each nominated a single Service Point of Contact (sS POC) who is responsible for the maintenance of a database. The format of the database at Appendix 1 to Volume 2 part 1 Chapter 1 Annex G whilst the sSPOC details are held at Appendix 3 to Volume 2 part 1 Chapter 1 Annex G .

**02.01.0138. Return to Country of Origin** (Policy owned by DCDS Pers P&M Allces):

- a. In the event of a death in Service, dependants may wish to return to their CoO to settle. PACCC casework will invariably apply and may be raised either directly by individuals or by the deceased SPs Unit on their behalf. Travel and removals expenses will be at public expense as long as the method and class of travel are in accordance with extant Service regulations. Disturbance allowance will also apply at UK rates.
- b. There may also be occasions when the dependants wish to travel back to the CoO for the funeral but, for schooling, housing or other related reasons need to return to the UK or overseas assignment station to finalise matter before they resettle to their CoO. In these cases it is permissible to fund the dependants return journey to the CoO to allow them to attend the funeral then return to the UK or overseas assignment station to settle their affairs. The subsequent travel back to the CoO would also be at public expense.

2-1-1-12

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**Annexes:**

- A. Certificate of Cause of Death.
- B. Certificate of Personal Particulars.
- C. Example letter to HM Coroner.
- D. Information Required by Foreign Authorities for the Repatriation of a Body.
- E. Repatriation Ceremonies.
  - Appendix 1 – Register of Guiding Principle Statements
  - Appendix 2 – Repatriation Ceremonies - Matrix
  - Appendix 3 – Guiding Principles to Establish an Overseas Lead Authority
  - Appendix 4 – Briefing Submissions Requirements
  - Appendix 5 – Request for Authority to implement Operation PABBAY/PLOVER
  - Appendix 6 – Request for Authority to implement Operation KEIR
  - Appendix 7 – Request for Authority to implement Operation GARMENT
  - Appendix 8 – Example of Repatriation Warning Order
  - Appendix 9 – Example of a Repatriation Operation Order
- F. Allowances and Entitlements for relatives of dead UK Service Personnel Repatriated to the UK.
  - Appendix 1 – Claim form for Authorised Family Group Member Allowances Related to the Repatriation of Bodies fro overseas
- G. Terms for Repatriation of Crown Servants from Operational Theatres
  - Appendix 1 – Next of Kin contact details
  - Appendix 2 – Authority to hold details letter for families
  - Appendix 3 – Information Flow Chart
- H. Terms for Repatriation of Crown Servants from Operational Theatres

2-1-1-13

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**CERTIFICATE OF CAUSE OF DEATH**

(to be completed by the OC Hospital or other medical unit concerned)

**This is to certify:**

**Service Number:**

**Rank/Grade:**

**Name:**

**Unit/ship:**

**1. Cause of Death:**

- a. Disease or condition directly  
Leading to death .....  
due to (or as a consequence of)
- b. Antecedent causes  
morbid conditions, if any, giving  
rise to the above cause, stating  
the underlying condition last .....  
due to (or as a consequence of)
- c. Other significant conditions,  
contributing to the death but not  
related to the disease or condition  
causing it .....

**Was the death due to natural causes? .....**

**Was a post-mortem examination performed? .....**  
(if Yes enclose a copy)

**Died at** .....hrs (.....local time) **on (date)**.....  
**At (place)**.....

**The body is free from infectious disease.**

Signed .....

NAME .....  
(Pathologist/Doctor/OC Medical Unit)

Date:

2-1-1-A-1

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2-1-1-A-2

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Issue 15 – 14 Jan 15

**CERTIFICATE OF PERSONAL PARTICULARS OF THE DECEASED**

(to be completed by the OC of the Unit)

1. **Service Number:**
2. **Rank/Grade:**
3. **Full Name:**
4. **Unit/ship:**
5. **Date of Birth:**
6. **Place of Birth:**
7. **Occupation:**
8. **Place where death occurred:**
9. **Whether an official inquiry  
(i.e. Board of Inquiry or Coroner's Inquest)  
has been or will be held.**
10. **Reason for conveyance to UK.**
11. **Passport Number**

Signed .....

OC .....  
(unit)

Date:

2-1-1-B-1

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**ANNEX C to**  
**VOLUME 2, PART 1, CHAPTER 1 of**  
**JSP 751**

**Specimen Letter To HM Coroner United Kingdom**

Reference: AKR/543/2/P1

Royal Air Force  
Akrotiri  
BFPO 53  
Tel: 010-35-751-xxxxx

20 July 2003

HM Coroner  
United Kingdom

Dear Sir,

**DEATH OF CORPORAL WILLIAM SMITH (A7654321)**

Corporal Smith was killed in a road traffic accident that took place at approximately 1425 hours local time on Thursday 16 July 2003 at Curium Hill, Cyprus. He was driving his own car, which appeared to go out of control. No other vehicle or persons were involved. The Royal Air Force authorities and the Cypriot civil police are investigating the accident but reports are not expected for some time.

If a witness is required for identification purposes, Corporal James Brown, who has known the deceased for two years, may be contacted at the following address:

MT Section  
Royal Air Force Brize Norton  
Oxford  
OX8 3L8

Telephone number: 01993 842511 ext 123

Further information can be obtained from:

Joint Casualty & Compassionate Centre  
Imjin Barracks, Innsworth  
Gloucester  
GL3 1EZ

Telephone number: 01452 519951

2-1-1-C-1

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**[Issue 15 – 14 Jan 15](#)**



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Yours faithfully,

2-1-1-C-2

OFFICIAL

[Issue 15 – 14 Jan 15](#)

**INFORMATION REQUIRED BY FOREIGN AUTHORITIES FOR THE REPATRIATION  
OF A BODY**

**PARTICULARS OF THE DECEASED**

**Surname** .....

**Christian or Forenames** .....

**Marital Status** .....

**If married Number of Children** .....

**Date of Birth** .....

**Town or Place of Birth** .....

**Passport Number** .....

**Home Address** .....

.....  
.....  
.....  
.....  
.....

**Father's Full Name** .....

**Father's Occupation** .....

**Mother's Maiden Name** .....

**Mother's Christian or Forenames** .....

**Mother's Occupation** .....

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Place Where Deceased is to be Buried .....

2-1-1-D-2

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

Issue 15 – 14 Jan 15

## REPATRIATION CEREMONIES

1. There are 5 separate sets of arrangements that may be made for the reception of the bodies of Service personnel repatriated from overseas. The details of each are shown in the matrix at Appendix 1.

**Family Involvement.** When determining the level of repatriation single Service secretariats should take full note of the wishes of the family, which should be adhered to as far as possible. However, the overall aim of repatriation is to minimize delay between arrival of the deceased at the airhead and release of the remains to the family by the coroner. Families therefore should be advised that they are under no obligation to attend the repatriation of their loved one, but can be reassured that the ceremony will be conducted with due dignity.

### Appendices:

- 1 – Register of Guiding Principle Statement
- 2 – Repatriation Ceremonies - Matrix
- 3 – Guiding Principles to Establish an Overseas Lead Authority
- 4 – Briefing Submissions Requirements
- 5 – Request for Authority to implement Operation  1
- 6 – Request for Authority to implement Operation  2
- 7 – Request for Authority to implement Operation  3
- 8 – Example of Repatriation Warning Order
- 9 – Example of a Repatriation Operation Order

1 Redacted for operational security reasons in accordance with Section 26(1)(b)

2 Redacted for operational security reasons in accordance with Section 26(1)(b)

3 Redacted for operational security reasons in accordance with Section 26(1)(b)

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APPENDIX 1 to  
ANNEX E to  
VOLUME 2, PART 1, CHAPTER 1 of  
JSP 751

**REGISTER OF GUIDING PRINCIPLE STATEMENTS**

Appendix redacted for operational security reasons in accordance with **Section 26(1)(b)**

2-1-1-E-2

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Issue 15 – 14 Jan 15

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APPENDIX 2 to  
ANNEX E to  
VOLUME 2, PART 1, CHAPTER 1 of  
JSP 751

## REPATRIATION CEREMONIES – MATRIX

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2-1-1-E-3

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Issue 15 – 14 Jan 15

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APPENDIX 3 to  
ANNEX E to  
VOLUME 2, PART 1, CHAPTER 1 of  
JSP 751

**GUIDING PRINCIPLES TO ESTABLISH AN OVERSEAS LEAD AUTHORITY**

Appendix redacted for operational security reasons in accordance with **Section 26(1)(b)**

2-1-1-E-4

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Issue 15 – 14 Jan 15

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APPENDIX 4 to  
ANNEX E to  
VOLUME 2, PART 1, CHAPTER 1 of  
JSP 751

## **BRIEFING/SUBMISSION REQUIREMENTS**

Appendix redacted for operational security reasons in accordance with **Section 26(1)(b)**

2-1-1-E-5

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[Issue 15 – 14 Jan 15](#)



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**APPENDIX 5 to**  
**ANNEX E to**  
**VOLUME 2, PART 1, CHAPTER 1 of**  
**JSP 751**

**REQUEST FOR AUTHORITY TO IMPLEMENT OPERATION** [REDACTED]<sup>4</sup>

<sup>4</sup> Redacted for operational security reasons in accordance with Section 26(1)(b)

Appendix redacted for operational security reasons in accordance with Section 26(1)(b)

2-1-1-E-6

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[Issue 15 – 14 Jan 15](#)

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**APPENDIX 6 to**  
**ANNEX E to**  
**VOLUME 2, PART 1, CHAPTER 1 of**  
**JSP 751**

**REQUEST FOR AUTHORITY TO IMPLEMENT OPERATION** [REDACTED]<sup>5</sup>  
5 Redacted for operational security reasons in accordance with **Section 26(1)(b)**

Appendix redacted for operational security reasons in accordance with **Section 26(1)(b)**

2-1-1-E-7

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**Issue 15 – 14 Jan 15**

OFFICIAL

**APPENDIX 7 to**  
**ANNEX E to**  
**VOLUME 2, PART 1, CHAPTER 1 of**  
**JSP 751**

**REQUEST FOR AUTHORITY TO IMPLEMENT OPERATION** [REDACTED]<sup>6</sup>

<sup>6</sup> Redacted for operational security reasons in accordance with **Section 26(1)(b)**

Appendix redacted for operational security reasons in accordance with **Section 26(1)(b)**

2-1-1-E-8

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**[Issue 15 – 14 Jan 15](#)**

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APPENDIX 8 to  
ANNEX E to  
VOLUME 2, PART 1, CHAPTER 1 of  
JSP 751

**EXAMPLE OF A REPATRIATION WARNING ORDER**

Appendix redacted for operational security reasons in accordance with **Section 26(1)(b)**

2-1-1-E-9

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Issue 15 – 14 Jan 15

OFFICIAL

APPENDIX 9 to  
ANNEX E to  
VOLUME 2, PART 1, CHAPTER 1 of  
JSP 751

**EXAMPLE OF A REPATRIATION OPERATION ORDER**

Appendix redacted for operational security reasons in accordance with **Section 26(1)(b)**

2-1-1-E-10

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Issue 15 – 14 Jan 15

**CLAIM FORM FOR AUTHORISED FAMILY GROUP MEMBER ALLOWANCES  
RELATED TO THE REPATRIATION OF BODIES FROM OVERSEAS**

**SERVICE PERSON'S DETAILS**

Number \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Unit \_\_\_\_\_

**CLAIMANT'S DETAILS** (Complete one form for each authorised family group where possible)

- 1. Title: \_\_\_\_\_ Initials & Name: \_\_\_\_\_ Relationship to Service Person: \_\_\_\_\_
- 2. Title: \_\_\_\_\_ Initials & Name: \_\_\_\_\_ Relationship to Service Person: \_\_\_\_\_
- 3. Title: \_\_\_\_\_ Initials & Name: \_\_\_\_\_ Relationship to Service Person: \_\_\_\_\_
- 4. Title: \_\_\_\_\_ Initials & Name: \_\_\_\_\_ Relationship to Service Person: \_\_\_\_\_
- 5. Title: \_\_\_\_\_ Initials & Name: \_\_\_\_\_ Relationship to Service Person: \_\_\_\_\_
- 5. Title: \_\_\_\_\_ Initials & Name: \_\_\_\_\_ Relationship to Service Person: \_\_\_\_\_
- 7. Title: \_\_\_\_\_ Initials & Name: \_\_\_\_\_ Relationship to Service Person: \_\_\_\_\_

**TRAVEL DETAILS** (No entitlement for elements covered by MOD transport or issued warrants)

Method(s) of Travel \_\_\_\_\_ (e.g. Own car, train, flight)

Travelling from: \_\_\_\_\_ To: \_\_\_\_\_

Returning from: \_\_\_\_\_ To: \_\_\_\_\_

MOD Warrants Issued: YES/NO\* Details of warrants: From \_\_\_\_\_ To: \_\_\_\_\_ (Return)\*

**To be completed by Admin staff**

MMA @ PCR Total Mileage: \_\_\_\_\_ x \_\_\_\_\_ (rate) = £ \_\_\_\_\_

Passenger Allowance Total Mileage: \_\_\_\_\_ x \_\_\_\_\_ (rate) x \_\_\_\_\_ Passengers = £ \_\_\_\_\_

Total Mileage: \_\_\_\_\_ x \_\_\_\_\_ (rate) x \_\_\_\_\_ Passengers = £ \_\_\_\_\_

Passenger details (Use appropriate numbers against claimants from above (1,2, 3, 4 or 5)\*.

Actual Rail fares incurred for which no warrants issued (Provide receipts) = £ \_\_\_\_\_

Other actual expenses incurred (e.g. Taxi Fares) (Provide receipts where possible) = £ \_\_\_\_\_

TOTAL (A) = £ \_\_\_\_\_

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**HOTEL AND SUBSISTENCE DETAILS** (Receipted bills to be attached)

Date \_\_\_\_\_ and time \_\_\_\_\_ of arrival. Date \_\_\_\_\_ and time \_\_\_\_\_ of departure.

Hotel used (name, location) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tariff \_\_\_\_\_ (B&B, ½ Board)

Cost per night \_\_\_\_\_ DHRIS Reference \_\_\_\_\_ If appropriate)

**To be completed by Admin staff**

Accommodation Allowance (NRSA Rate) \_\_\_\_\_ x \_\_\_\_\_ (days) x \_\_\_\_\_ (Indivs) = £ \_\_\_\_\_

Subsistence Allowances (DRSA Rate) \_\_\_\_\_ x \_\_\_\_\_ (days) x \_\_\_\_\_ (Indivs) = £ \_\_\_\_\_

TOTAL (B) = £ \_\_\_\_\_

---

**MISCELLANEOUS EXPENDITURE**

Any other refundable expenses – Details \_\_\_\_\_ = £ \_\_\_\_\_ (C)

---

TOTAL REFUND (A + B + C) = £ \_\_\_\_\_ (D)

**PAYMENT DETAILS**

\* The claimant intends to collect this claim from the nominated administrative staff at the UK RAF Station.

\* The claimant intends to collect this claim from the nominated administrative staff at the collection point close to the UK RAF Station.

\* The claimant intends to collect this claim in cash at the local unit administrative office.

\* The claimant wishes payment to be forwarded by cheques as follows:

Account Title: \_\_\_\_\_ Address: \_\_\_\_\_

**To be completed by Admin staff**

Total payment Amount \_\_\_\_\_ (D from page A - 1) Payment Method Cash/Chq\*

Date Paid \_\_\_\_\_ Payment Made By \_\_\_\_\_ (Rank/Name)

2-1-1-F- A1-2

OFFICIAL

[Issue 15 – 14 Jan 15](#)

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Cheque Number \_\_\_\_\_ (when applicable)

Signature of recipient \_\_\_\_\_ (Cash payments only)

Name of Recipient \_\_\_\_\_ (Title, Initial, Surname)

---

**VISITING OFFICER CONTACT DETAILS**

Number \_\_\_\_\_ Rank \_\_\_\_\_ Surname \_\_\_\_\_ Unit \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_ Signature \_\_\_\_\_

\* Delete as applicable

2-1-1-F- A1-3

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## **LIAISON WITH BEREAVED FAMILIES**

1. It is important to ensure that the contact details held for bereaved Service families are up-to-date in order to ensure that any correspondence, which may come from multiple sources, is sent to the correct person at the correct address. To that end each Service is required to provide a single point of contact to maintain an authoritative database of the contact details of the bereaved<sup>15</sup>.

2. This Annex details the responsibilities and actions required to ensure that the databases are accurately maintained. Responsibilities are as follows:

- sSPOCs (listed at Appendix 3) are responsible for maintaining a database in a standardised format as shown at Appendix 1.
- JCCC provide the initial contact details for the bereaved to the CNO and VO from JPA records. JCCC are to ensure that the single Service Secretariats receive condolence templates.
- The single Service Secretariats should ensure that the sSPOCs have copies of the condolence templates to enable them to initiate entries to the database. The Secretariats should copy draft Ministerial correspondence to the sSPOCs.
- VOs are to act as the initial link between the bereaved and the DBS Veterans Welfare Service (VWS). They should inform the bereaved that their details will be added to a database unless they request for them not to be. The VO should inform both DBS (VWS) and the sSPOC of any changes to personal family details as they occur. At the conclusion of their duties with a bereaved family VOs should ask the bereaved to keep the sSPOCs informed of any future changes to their details, a letter to assist with this process is at Appendix 2.

---

<sup>15</sup> It is recognised that there can be no guarantee with regards the accuracy of the information in the databases given that there will be instances where the bereaved choose not to inform the Services or the DBS when they move.

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- DBS (VWS) may also interact with the bereaved independently of the VO and in these circumstances they are to keep the sSPOCs informed of any changes in details of the bereaved.

3. Ministerial correspondence to the bereaved is high profile and it is essential that the details supplied are correct. Drafts for initial letters of condolence will be supplied by the relevant secretariat. Thereafter, addresses for all correspondence should be verified with the sSPOC prior to submission to the relevant outer office. Details should be provided in the format shown in the table below:

Ser	Name of deceased (a)	Letter Addressed To (b)	Address (c)	Relationship to Deceased (d)	Remarks (e)

Contextual comments should be added to the remarks column to ensure that correspondents are aware of relevant issues pertaining to the bereaved<sup>16</sup>.

4. All ministerial and 5<sup>th</sup> floor outer offices are to ensure that the sSPOCs are copied on any correspondence with the bereaved. The sSPOCs must be kept informed of any planned MOD events which may affect / involve the families.

5. The information flows as they should run with regard to the contact details for the bereaved are captured diagrammatically in the wire diagram at Appendix 3.

**Appendix:**

1. NOKContact Details format
2. Authority to hold details letter for families
3. Information Flow chart

---

<sup>16</sup> It is impossible to be prescriptive here but knowledge of fractured families or previous complaints made by the bereaved would be relevant.

2-1-1-G-2

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**APPENDIX 1 to**  
**ANNEX G to**  
**VOLUME 2, PART 1, CHAPTER 1 of**  
**JSP 751**

**NEXT OF KIN CONTACT DETAILS**

- 1. The personal data below has been collected for the sole purpose of providing up-to-date contact details to enable the MOD to communicate with bereaved Service families and invite members to future memorial and commemoration events.*
- 2. Owing to the complicated nature of some family relationships, this spreadsheet contains additional facts on family dynamics to ensure that future invitations can be targeted to the NOK appropriate to the event.*
- 3. Users must ensure that the information in this spreadsheet is accurate and relevant. Bear in mind that the individuals listed below have a legal right under DPA 98 to view the personal data that the Department holds on them.*
- 4. This information must be kept secure and not divulged to unauthorised personnel.*

Ser	Date of Death	Name Rank and Service No of Deceased	Nominated NOK			VO Details	Additional NOK/Emergency Contact			Comments	Date Details Validated
			Name	Address (incl telephone and email if known)	Relationship to Deceased		Name	Address (incl telephone and email if known)	Relationship to Deceased		

2-1-1-G-A1-1

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***Single Service Point of Contact Letterhead***

Dear Mrs...<sup>17</sup>

As your Visiting Officer has ended their involvement with you, I wanted to let you know that your contact details have been entered on our database to ensure you that are informed of future Ministry of Defence events or information that may be of interest to you, for example memorial services.

Your details will be held in accordance with the Data Protection Act 1998 and will not be given out to third parties. You can request to be removed from the database at any time by writing to me at the above address.

To ensure the database is current, please inform us of any future changes to your contact details by completing the proforma below and returning it to me at the above address.

If you have any questions please do not hesitate to contact me.

Yours sincerely

✂

Name of the deceased: ..... The deceased Service Number: .....

Relationship to the deceased: ..... Your Full Name: .....

Address: .....

.....

.....

..... Postcode: .....

Contact Telephone number: .....

\_\_\_\_\_

<sup>17</sup> Enter greeting in handwriting to give a personal touch iaw JSP 101

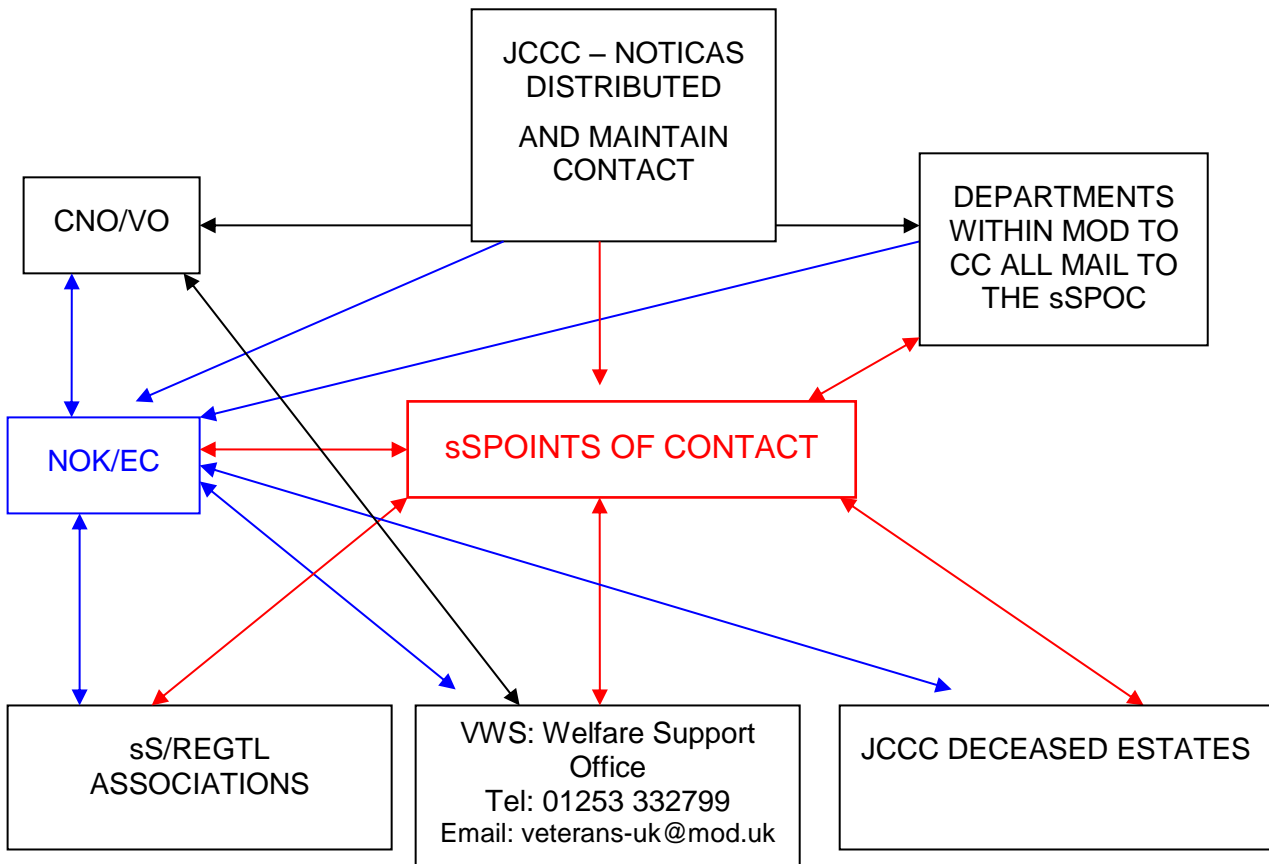
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Email address: .....

2-1-1-G-A2-2  
OFFICIAL

Issue 15 – 14 Jan 15

**INFORMATION FLOWS**



SINGLE SERVICE POINTS OF CONTACT

**Royal Navy** – FLEET-DCS INQUEST SUP SO2C - Inquest Support Section - 93832 5112

**Army** --LF-DPS(A)-PS4A-AIASC-SO2 – Army Inquires and Aftercare Support Cell – 94391 7930

**RAF** – Air PersPol-CmntySpt Candl SO2 - Community Support and Information - 95221 6584

**DBS** - [dbs-vwssupportmgra@defence.gsi.gov.uk](mailto:dbs-vwssupportmgra@defence.gsi.gov.uk) – Welfare Support Office – 01253 332799

2-1-1-G-A3-1

## **TERMS FOR REPATRIATION OF CROWN SERVANTS FROM OPERATIONAL THEATRES**

### **1. DEFINITIONS**

“Crown Servant” - Any diplomatic service, civil service or other public servant deployed in an operational theatre.

“Parent Department” - The department which funds the Crown servant in the operational theatre shall be referred to as the “Parent Department”.

### **2. GENERAL PROVISIONS**

These terms do not alter existing arrangements for the repatriation of Crown servants from countries that are not in an operational theatre.

These terms will also not in any way impact the normal consular services that Diplomatic and Consular staff will provide to Crown servants, both on and off duty, overseas.

These terms shall only apply in the event of deaths caused by enemy, insurgent or terrorist action or political violence in an operational theatre. Repatriation of the remains of those who die of natural causes, or by accident, will be by normal HMG arrangements.

### **3. REPATRIATION OF REMAINS FROM AN OPERATIONAL THEATRE**

It is likely that the immediate steps taken to deal with the remains of Crown Servant will be undertaken by HMG-contracted security personnel, HM Forces or other allied forces. This will normally involve removal of remains from the incident location to a medical facility, usually within a military establishment.

Once an individual has been declared dead by a medical professional, the body will need to be removed to the UK for a Coroner’s enquiry and subsequent burial. Preparation for transportation of the body will be done by the contractors employed for this purpose by the MOD.

The preferred method of repatriation is by military aircraft in company of any others who perished in the same incident, or within the same timeframe.

2-1-1-H-1

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A suitable "Sunset Ceremony" by the appropriate personnel (including, where possible, colleagues of the deceased) is to be conducted whilst the remains are loaded onto the aircraft in the operational theatre.

#### 4. ARRIVAL INTO THE UK AND RECEPTION OF THE REMAINS

In common with other repatriations from operational theatres, it is expected that the remains will arrive on a military aircraft, into a military airfield in the UK. The family should be offered a ceremonial repatriation (known as Op PABBAY for military personnel).

Should the family opt for a ceremonial repatriation, the individual's Parent Department will be responsible for transport, support and logistics for the family of the deceased to and from the reception. The MOD will provide an equal reception to that provided to service personnel.

The senior civil servant from the Parent Department will usually attend the repatriation ceremony. MOD will provide appropriate support for the senior civil servant's presence but transport, security and logistics for the visit will remain the responsibility of the Parent Department. In the event of a particularly significant incident a Foreign and Commonwealth Office Minister might offer to attend.

Once the remains of Service personnel have been removed from the aircraft Crown Servants are to be removed in chronological order of death. Each body is to be removed in a coffin, draped in the Union Flag and carried either by pall bearers contracted by the Parent Department, or colleagues of the deceased. It is then to be placed into a hearse for onward transport to the Coroner.

#### 5. COSTS

HMT direction precludes the abatement of costs between Departments. The MOD will therefore seek to recover the appropriate share of full costs of the repatriation from the relevant Parent Department. The rate will include the preparation of remains and transport to the UK.

Any transport, support or logistics beyond those normally associated with Op PABBAY in any particular circumstance will be added to the rate

2-1-1-H-2

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CHAPTER 2 - **REGISTRATION OF DEATHS**

Section 1 - **Outline**

**02.01.0201.** This chapter covers the actions to be taken to register a death and procedures for obtaining a death certificate.

Section 2 - **General**

**02.01.0202.** All deaths must be formally registered in order to obtain a death certificate. Deaths in UK must be registered by the Registrar of the district where the death took place. However UK Registrars are not able to register deaths overseas, even for UK nationals. Nevertheless it is still possible to obtain a UK registration (and a UK death certificate) for deaths overseas among members of the armed forces, civilians serving or working with them and their accompanying families but it must be done by a legally authorised Registering Officer.

Section 3 - **Deaths in the UK**

**02.01.0203.** The deceased's NOK or family should normally report a death in the UK to the Registrar who will issue the death certificate directly to them. If they have not done so the VO should offer to assist. Exceptionally for deceased Service persons if this is not possible for the NOK or family then the deceased's unit may report the death on their behalf and obtain the death certificate for them. In such cases a suitably qualified informant<sup>18</sup> will be required to provide the following particulars to the Registrar:

- a. Date, place and certified cause of death.
- b. Name, surname, sex and age of the deceased.
- c. Unit, rank and profession (or trade).
- d. Date and place of birth.
- e. Usual address.
- f. If a married, widowed or divorced woman:

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<sup>18</sup> A qualified informant for deaths in UK is someone who was present at the death, is causing the body to be buried or cremated or exceptionally a person who was responsible for the administration of the establishment where the death took place.

OFFICIAL

- (1) Maiden surname.
- (2) Name, surname and occupation of husband, or late husband (in England and Wales).

g. *Northern Ireland* – marital condition.

h. *Scotland* – marital condition and details of parents.

#### Section 4 - Registration of Deaths Outside the UK

**02.01.0204.** Legislation. The Registration of Births, Deaths and Marriages (Special Provisions) Act 1957 and the Service Departments Registers Order 1959, with amendments 1963 and 1988, provide for the registration of deaths occurring outside the UK among members of the armed forces, civilians serving or working with them and their accompanying families. This includes deaths on board HM ships and aircraft (including chartered ships and aircraft being employed for the purposes of the armed forces) and travellers on such aircraft killed on the journey in consequence of an accident.

**02.01.0205.** Limitation. Registration under the provisions of this legislation is not to be applied in respect of deaths occurring to locally engaged personnel or their families or to locally engaged servants or to any persons who have no domicile in or connection with the UK such as would justify entries in the records of the General Register Office.

**02.01.0206.** Registering Officers. Only a Registering Officer as covered in the legislation may register a death. Service Registering Officers must be authorised by the Defence Council. There are specific Registering Officers to cover various parts of the world and for registering deaths on HM ships and aircraft. The list of them is maintained by the JCCC and shown at Annex A. Any changes in Registering Officers should be staffed through JCCC and on appointment officers should inform the JCCC and arrange appropriate training with the General Register Office.

**02.01.0207.** Method of Registration. All notifiable<sup>19</sup> deaths must be reported to the appropriate<sup>20</sup> Registering Officer by a qualified informant<sup>21</sup> either in person or by completing the Form ORS 3 “Notification of the Particulars for the Registration of Death”. Multiple deaths resulting from a single incident are to be notified using Multiple Form ORS

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<sup>19</sup> Notifiable in this instance is someone listed at Annex B to Chapter 1.

<sup>20</sup> See Annex A.

<sup>21</sup> The definition of a qualified informant for overseas deaths is set out at paragraph 3 of the Instructions in Form ORS 3 attached at Enclosure 1.

2-1-2-2

OFFICIAL

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3A. Form ORS 3 and Multiple Form ORS 3A are reproduced at Annexes B and C with detailed instructions for their completion.

**NB.** The reporting unit is NOT to await the results of a Board of Inquiry or Inquest before registering a death.

**02.01.0208.** Deaths occurring on RAF passenger carrying aircraft.

a. It is the practice in civil aircraft accidents occurring outside the UK that all deaths on an aircraft are registered on one register by the Board of Trade. Therefore all deaths (Service and civilian) resulting from an accident involving an RAF passenger carrying aircraft outside UK and outside its territorial waters are to be registered by the Registering Officer at JCCC and nowhere else (unless there is a requirement under local law).

b. Deaths occurring overseas after the crash, e.g. in hospital, are to be registered in the normal way by a Service Registering Officer or (for non-UK residents) the appropriate consul.

c. The death of individual passengers or crew on an RAF aircraft outside the UK or its territorial waters, are also to be registered by the JCCC. The qualified informant in such circumstances is to be the Captain of the aircraft, who should obtain sufficient information concerning the deceased to enable Form ORS 3 to be completed on the aircraft's return to the UK. The specific information required is:

- (1) Date and Place of death.
- (2) Full Name and County of residence in the UK.
- (3) Sex of deceased.
- (4) Maiden name (if appropriate).
- (5) Date and Place of birth.
- (6) Rank or Occupation.
- (7) Cause of death (if known) or circumstances surrounding the death.

**02.01.0209.** Deaths on HM Ships. Deaths on HM ships are to be registered by the Registering Officer at JCCC.

**Section 5 - Enemy Prisoners of War (EPoW)**

**02.01.0210.** Deaths of EPoW in UK are to be registered with the Registrar of the district where the death took place. Deaths of EPoW overseas are to be registered by the appropriate authorities in the country where the death took place.

2-1-2-3

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## Section 6 - **Still-Born Infants**

**02.01.0211.** In the UK the Registrar of Deaths must be informed of a still-birth by the person who would have been the informant<sup>22</sup> had the child been born alive and subsequently died. Overseas a still birth should be reported as required by the local civil authorities and can be registered by the relevant Service Registrar on an ORS82.

## Section 7 - **Presumption of Death**

**02.01.0212.** Where someone is reported as “Missing” overseas and the Registering Officer is unable to register the death then JCCC will take action to affect registration. Registration must await the outcome of any investigations and the unit must provide JCCC with the following documentation for the registration to take place.

- a. A copy of the civil and/or Service police report.
- b. The Board of Inquiry report.
- c. The Commanding Headquarters’ opinion as to the possibility of the body ever being recovered.
- d. The name of the Coroner and the date, place and result of any inquest.
- e. Where the incident involved the loss of an individual at sea, a copy of the marine Accident Investigation Report.

**02.01.0213.** On receipt of the above the JCCC will make a recommendation to the General Register Office which is the only authority that can make the official Registration of Death decision and where appropriate, authorise the JCCC to register the death and issue the appropriate certificates.

## Section 8 - **Death Certificates**

**02.01.0214.** Whenever a unit registers a death in UK they are to obtain a death certificate from the Registrar for the NOK. If at a later date another death certificate is required they are obtainable, on request, from:

- a. The Registrar who registered the death,

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<sup>22</sup> A qualified informant is someone who was present at the death or has seen the body or is causing it to be buried or cremated.

OFFICIAL

or

- b. The superintendent registrar of the district in which the death occurred (up to one year after the death).

**02.01.0215.** If more than one year has elapsed certificates may be obtained from:

- a. *England and Wales* – General Register Office, Identity & Passport Service, Smedley Hydro, Trafalgar Road, Southport, PR8 2HH.  
*The GRO will, where appropriate, authorise the relevant Service Registering Officer to register the death and issue the certificate*
- b. *Northern Ireland* – The Registrar General, Fermanagh House, Ormeau Avenue, Belfast, Northern Ireland.
- c. *Scotland* – The General Register Officer for Scotland, New Register House, Edinburgh, EH1 3YT.
- d. *Isle of Man* – The Chief Registrar General, General Registry, Douglas, Isle of Man.

**02.01.0216.** When a death overseas is registered by a Service Registering Officer the Registering Officer will issue a death certificate either directly to the NOK or send it to JCCC for passing on to the NOK via the VO.

**02.01.0217.** Notification of Death. When registration of death is delayed and a Coroner, or other appropriate authority, will not issue an interim death certificate, a Notification of Death letter can be produced on request to the JCCC. Such a letter may be accepted by bodies such as banks, the Post Office, probate authorities and some insurance companies, in freeing money in joint accounts / settling the estate.

### **Section 9 - Registration of Births & Marriages of UK Service Personnel and Dependents Serving Overseas**

**02.01.0218.** The appropriate Service Registering Officers listed at Annex A can also register births, marriages and deaths of members of the UK armed forces and accompanying dependents overseas.

**02.01.0219.** Under the Civil Partnership (Armed Forces) Order 2005, individuals wishing to register as civil partners must give notice to a Registering Officer in the country concerned. The registering responsibility for civil partnerships therefore remains as shown in column 4 of the table at Annex A to this chapter.

**Enclosures:**

2-1-2-5

OFFICIAL

[Issue 15 – 14 Jan 15](#)

OFFICIAL

1. Form ORS 3 - Notification of the Particulars for the Registration of a Death.
2. Multiple Form ORS 3A.
3. ORS Continuation Sheet

**Annexes:**

- A. Service Registering Officers.

2-1-2-6

OFFICIAL

Issue 15 – 14 Jan 15

**NOTIFICATION OF THE PARTICULARS FOR THE REGISTRATION OF A DEATH**

**The Registration of Births, Deaths and Marriages (Special Provision) Act 1957**

This form is to be used to notify a death outside the United Kingdom for registration:

1. When the informant does not attend at the office where the registration will take place, or
2. In cases which need to be referred to the Registrar General before registration (see Instn. 6 overleaf)

**THIS IS NOT A  
DEATH  
CERTIFICATE**

# PART A

Please study the instructions overleaf before you enter the particulars and write clearly, avoiding abbreviations.

The particulars which you enter on this form will be copied into the death register.

Errors in the register cannot be easily rectified.

1. Date and place of death	
2. Name, surname and country of residence in the United Kingdom	
3. Sex	4. Maiden surname of woman who is married
5. Date and place of birth	
6. Rank or occupation	
7. Cause of death	

To the Registration Officer at ..... I (full name of informant).....

..... of (present full address).....

Being a person qualified under The Service Departments Registers Order 1959 to give information for the registration of the abovementioned death DO HEREBY NOTIFY you that the above particulars are those required to be registered concerning such death according to the best of my knowledge and belief.

Informant's description ..... (Present at the death; who saw the dead body; or as the case may be)

(see instruction 3 (a) overleaf)

Informant's usual signature ..... **DO NOT SIGN BEFORE CHECKING THE PARTICULARS ABOVE**

REPEAT IN BLOCK CAPITALS .....

Signed by the above-named informant in the presence

of .....

(The name and rank (or designation) of the attester should be added in BLOCK CAPITALS)

(see instruction 3 (b) overleaf).

This ..... day

of .....20 .....

# PART B

This death has this day been registered by me at entry number ..... In the

**TO BE COMPLETED BY**

Service Departments Register of Deaths O.R.S.6 (No .....) in my custody.

**THE REGISTERING OFFICER**

Registering Officer's signature .....

2-1-2-7

OFFICIAL

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Date .....

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THIS FORM BE SENT BY THE REGISTERING OFFICER TO THE GENERAL REGISTER OFFICE WITH THE  
HALF-YEARLY RETURNS (SEE PARA. 49 IN ORS 6a)

2-1-2-8  
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Issue 15 – 14 Jan 15



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## INSTRUCTIONS

1. This form is to be used solely to notify for registration in a Service Departments register a death:
  - a. outside the United Kingdom of a serving member of the naval, military or air forces of the Crown;
  - b. outside the UK of any other person in the service of the Crown employed with or accompanying HM Forces;
  - c. outside the UK of a member of the welfare organisations specified in para 1 of Part II of the Schedule to The Service Departments Registers Order 1959, as amended by The Service Departments Registers (Amendment) Order 1963;
  - d. outside the UK of any member of the family of a person at (a), (b) or (c) above (this included any relative, dependant or servant ordinarily living with that person);
  - e. in any part of the world (not being registrable in the normal way in England, Wales Scotland or Northern Ireland) on board a ship belonging to Her Majesty;
  - f. in any part of the world (not being registrable in the normal way in England, Wales, Scotland or Northern Ireland) on an aircraft belonging to Her Majesty or on an aircraft not registered in the UK but employed by HM Forces at the time; or
  - g. outside the UK of any person who, being a traveller on such an aircraft, is killed by an accident on the journey.Still-births cannot be registered in a Service Departments register.
2. The following instructions must be observed when completing the form of entry overleaf:
  - Space 1** Day and month in words, year in figures, (eg Twelfth December 1971) followed by the full address (including the town and country) where the death occurred.  
British Forces Post Office numbers should not be used.  
If the death occurred on board ship, the name of the vessel should be entered after the date of death, followed by If in port, the name of the port and the country, or (b) if at sea, the words "at sea" and the ship's position ie its latitude and longitude.  
For other deaths at sea, or in unpopulated areas, the latitude and longitude should be quoted but not map or grid references.  
If the death occurred in a moving vehicle (train, ambulance aircraft etc) the place of death should be given if possible followed by the words "On the way to ....." Inserting the precise address to which the deceased was travelling. If the place where the death occurred is not ascertainable, the words "Found dead on arrival at ....." may be used.  
Where the information relates to a dead body and the date and place of death are not clearly established, the words "Dead body found on ..... (date of finding the body) ..... at ..... (place of finding the body)" should be entered.  
Where a child lived for less than 24 hours, after the date of death enter the word "Aged ....." and the age in completed hours or, if less than one hour, in minutes.
  - Space 2** The full name and surname (SURNAME IN BLOCK CAPITALS), followed by the country (not full address) in the United Kingdom in which the deceased normally resided. This should be entered simply as "(England)", "(Scotland)", "(Wales)" or "(Northern Ireland)"; "(Great Britain)" should not be used. If the deceased was not usually resident in the UK no country should be entered.  
A child should be given the father's country or residence.
  - Space 3** "Male" and "Female" as the case may be. Not "M" or "F", nor "Boy" or "Girl".  
If the sex is indeterminate refer to the Registering Officer.
  - Space 4** The name in which she first married. If this is not known, or if the deceased was a spinster or a male, draw a short horizontal line.
  - Space 5** The date of approximate date of birth, as accurate as possible. Enter the day of the month and the year in figures, and the month in words. If the day of the month not known, just enter the month and year. If only the year known, enter year. If only approximate year known, enter "About ....." and the approximate year. After the date, enter the town, county (or equivalent) of deceased's birth. If not known, draw a short horizontal ink line.
  - Space 6**
    - i. For person in category (a) of instruction 1, service details to be entered in full, for example:  
P/MX 227901 Petty Officer RN  
2443801 Corporal ACC  
3388090 Sergeant RAF (or RAF Regiment)  
"W/345925 Private WRAC Spinster  
(or wife of .....)
    - ii. For person in categories (b) and (C) of instruction 1 the occupation and the name of employing Service Department or Welfare organisation should be given, for example  
Civilian Radio Operator, Ministry of Defence  
(Navy Department)  
Quantity Surveyor, ministry of Defence  
(Army Department)  
School teacher, Ministry of Defence  
(Air Force Department)  
Station Engineer, Department of the Environment  
Manager NAAFI  
"Clerical Officer, Ministry of Defence  
(Navy Department) Spinster  
(or wife of) .....  
\*The term "Civil Servant" is unsuitable.

2-1-2-9

OFFICIAL

OFFICIAL

- iii. For persons in category (d) of instruction 1 to enter "Wife of", "Son of", "Daughter of" or "Member of the family of", followed by the full name and service particulars, or occupation of the employing Service Department or Welfare organisation of the person by virtue of whose status the entry may be made, for example "Wife of George Turner, 2537481 leading Aircraftsman, RAF  
 Son (or daughter\*) of Ian Kay, Executive Officer, Ministry of Defence (Army Department)  
 \*Member of the family of Henry Green, Projectionist Army Kineme Corporation  
 \*Widow of John Smith, daughter of James Roberts 23117462 Sergeant RASC

NOTE

- \*Additional particulars are required for a woman over 15 years of age:
  - i. in categories (a), (b), (c), (e), (f) and (g) or instruction 1 immediately after her occupation, or
  - ii. in category(d) of instruction 1 before her qualifying relationship as follows:
    - For a spinster add "spinster"
    - For a married woman (or widow) add "wife (or widow) of" and the full name of her husband (or late husband)
    - If the deceased was a spinster or a divorced woman, and had no occupation, draw a short horizontal ink line in the upper part of space 6.

Space 7 As precisely and fully as can be ascertained and in the following order of preference:

- i. When an inquest is held, the cause of death and the Coroner's findings should be copied from the Coroner's certificate followed by "Certificate received from ..... (Name) .....  
 Coroner for ..... (District) .....  
 Inquest held ..... (Date) ....."
  - Except that if any person is named as having caused the death the name of that person should not be entered.
- ii. If the Coroner does not hold an inquest the cause of death should be shown as stated on the medical certificate, followed by "Certificate by ..... (Name and qualification of certifying doctor – and tank if Service Medical Officer ....."
- iii. Where the Coroner does not hold an inquest, and a medical certificate of death is not obtainable, but an official inquiry is convened the cause of death determined by the inquiry should be entered. The entry should not include any reference to the inquiry and the name of any person considered to be responsible for the death should not be entered.

3.

a. The following categories of persons ONLY are qualified to supply the particulars and to sign this form; the informant's description should be entered as:

- i. Present at the death
- ii. Who saw the dead body ( )
- iii. Causing the body to be buried/cremated) In this order
- iv. Captain of HMS ..... (the ship in which the death occurred)
- v. In command of the aircraft
  - (a) in which the death occurred or
  - (b) in which the accident occurred from which the death resulted.

For deaths of members of the naval, military or air forces of the crown **ON ACTIVE SERVICE** there are two additional qualified informants:

- vi. An officer of the deceased's unit or ship
- vii. The officer in command of the deceased's Record Office

b. The signature of a qualified informant at 3 (a)(i), (ii), (iii), (v), or (vi) above must be attested by a person in one of the under-mentioned categories:

- i. an officer of the naval, military or air forces of the Crown
- ii. a person serving in an established capacity in the permanent civil service of the State who holds his appointment directly from the Crown or has been admitted into the civil service with a certificate from the Civil Service Commissioners;
- iii. a person qualified to practise medicine in the country where the document is signed.
- iv. a person qualified to practise law in the country where the document is signed.

- 4. When completed, this form should be sent to the Officer in Charge of Birth, Death and Marriage Registration for the Command in which the death occurred, unless otherwise instructed by the Registrar General. When the death is registered, one free certificate will be issued to the next-of-kin.
- 5. When the half-yearly returns containing the certified copy of an entry are received at the General Register Office, Smedley Hydro, Trafalgar Road, Birkdale, Southport PR8 2HH, further certificates will be obtainable there on application and payment of the fees.
- 6. A registering Officer cannot register:
  - a. a presumed death (where the body has not been recovered), or
  - b. a death which occurred over 12 month ago
 Either should be reported to the Registrar General at the address in paragraph 5.
- 7. For further information on registration see Queen's Regulations.
- 8. Further supplies of this form are available from Overseas Registration Section, General Register Office, Smedley Hydro, Trafalgar Road, Birkdale, Southport PR8 2HH

2-1-2-10

OFFICIAL

~~OFFICIAL SENSITIVE~~

Multiple Form ORS 3A Serial No ..... Page .....

To the Registering Officer at ..... I, (full name of informant) .....

Of (present full address) .....

Being a person qualified under The Service Departments Registers Order 1959 to give information for the registration of the above-mentioned deaths DO HEREBY NOTIFY you that the above particulars are those required to be registered concerning such deaths according to the best of my knowledge and belief.

Informant's description ..... (Present at the deaths; Who saw the dead bodies; or as the case may be)  
(See instruction 3(a) overleaf)

**DO NOT SIGN before checking the particulars above.**

Informant's usual signature ..... Repeat in BLOCK CAPITALS .....

Signed by the above-named informant in the presence of .....

(The name and rank [or designation] of the attestor should be added in BLOCK CAPITALS.) .....

(See instruction 3(b) overleaf)

This ..... Day of ..... 20 .....

**PART C**

The above entries of death have this day been registered by me at consecutive numbers ..... in

**TO BE COMPLETED BY**

The Service Departments Register of Deaths ORS 6 (No .....) in my custody.

**THE REGISTERING OFFICER**

Registering Officer's signature ..... Date .....

THIS FORM MUST BE SENT BY THE REGISTERING OFFICER TO THE GENERAL REGISTER OFFICE WITH THE HALF-YEARLY RETURNS (PARA 16.9 OF ORS 6a APPLIES)

2-1-2-11

~~OFFICIAL~~

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## INSTRUCTIONS

1. This form is to be used solely to notify for registration in a Service Departments register a death:
  - a. outside the United Kingdom of a serving member of the naval, military or air forces of the Crown;
  - b. outside the UK of any other person in the service of the Crown employed with or accompanying HM Forces;
  - c. outside the UK of a member of the welfare organisations specified in para 1 of Part II of the Schedule to The Service Departments Registers Order 1959, as amended by The Service Departments Registers (Amendment) Order 1963;
  - d. outside the UK of any member of the family of a person at (a), (b) or (c) above (this included any relative, dependant or servant ordinarily living with that person);
  - e. in any part of the world (not being registrable in the normal way in England, Wales Scotland or Northern Ireland) on board a ship belonging to Her Majesty;
  - f. in any part of the world (not being registrable in the normal way in England, Wales, Scotland or Northern Ireland) on an aircraft belonging to Her Majesty or on an aircraft not registered in the UK but employed by HM Forces at the time; or
  - g. outside the UK of any person who, being a traveller on such an aircraft, is killed by an accident on the journey.
2. Still-births cannot be registered in a Service Departments register.

The following instructions must be observed when completing the form of entry overleaf:

**Space 1** Day and month in words, year in figures, (eg Twelfth December 1971) followed by the full address (including the town and country) where the death occurred.  
British Forces Post Office numbers should not be used.  
If the death occurred on board ship, the name of the vessel should be entered after the date of death, followed by  
(a) If in port, the name of the port and the country, or (b) if at sea, the words "at sea" and the ship's position ie its latitude and longitude.  
For other deaths at sea, or in unpopulated areas, the latitude and longitude should be quoted but not map or grid references.  
If the death occurred in a moving vehicle (train, ambulance aircraft etc) the place of death should be given if possible followed by the words "On the way to ....." Inserting the precise address to which the deceased was travelling. If the place where the death occurred is not ascertainable, the words "Found dead on arrival at ....." may be used.  
Where the information relates to a dead body and the date and place of death are not clearly established, the words "Dead body found on ..... (date of finding the body) ..... at ..... (place of finding the body)" should be entered.  
Where a child lived for less than 24 hours, after the date of death enter the word "Aged ....." and the age in completed hours or, if less than one hour, in minutes.

**Space 2** The full name and surname (SURNAME IN BLOCK CAPITALS), followed by the country (not full address) in the United Kingdom in which the deceased normally resided. This should be entered simply as "(England)", "(Scotland)", "(Wales)" or "(Northern Ireland)"; "(Great Britain)" should not be used. If the deceased was not usually resident in the UK no country should be entered.  
A child should be given the father's country or residence.  
If the deceased is a child who had not been given a forename, a short horizontal line should be drawn before the surname.

**Space 3** "Male" and "Female" as the case may be. Not "M" or "F", nor "Boy" or "Girl".  
If the sex is indeterminate refer to the Registering Officer.

**Space 4** The name in which she first married. If this is not known, or if the deceased was a spinster or a male, draw a short horizontal line.

**Space 5** The date of approximate date of birth, as accurate as possible. Enter the day of the month and the year in figures, and the month in words. If the day of the month not know, just enter the month and year. If only the year known, enter year. If only approximate year known, enter "About ....." and the approximate year. After the date, enter the town, county (or equivalent) of deceased's birth. If not known, draw a short horizontal ink line.

**Space 6**

  - i. For person in category (a) of instruction 1, service details to be entered in full, for example:  
P/MX 227901 Petty Officer RN  
2443801 Corporal ACC  
3388090 Sergeant RAF (or RAF Regiment)  
"W/345925 Private WRAC Spinster  
(or wife of .....)
  - ii. For person in categories (b) and (C) of instruction 1 the occupation and the name of employing Service  
Department or Welfare organisation should be given, for example  
Civilian Radio Operator, Ministry of Defence  
(Navy Department)  
Quantity Surveyor, ministry of Defence  
(Army Department)  
School teacher, Ministry of Defence

2-1-2-12

OFFICIAL

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(Air Force Department)  
Station Engineer, Department of the Environment  
Manager NAAFI  
"Clerical Officer, Ministry of Defence  
(Navy Department) Spinster  
(or wife of) .....

\*The term "Civil Servant" is unsuitable.

- iii. For persons in category (d) of instruction 1 to enter "Wife of", "Son of", "Daughter of" or "Member of the family of", followed by the full name and service particulars, or occupation of the employing Service Department or Welfare organisation of the person by virtue of whose status the entry may be made, for example \*Wife of George Turner, 2537481 leading Aircraftsman, RAF Son (or daughter\*) of Ian Kay, Executive Officer, Ministry of Defence (Army Department)

NOTE

\*Member of the family of Henry Green, Projectionist Army Kineme Corporation  
\*Widow of John Smith, daughter of James Roberts 23117462 Sergeant RASC

\*Additional particulars are required for a woman over 15 years of age:

- i. in categories (a), (b), (c), (e), (f) and (g) or instruction 1 immediately after her occupation, or
- ii. in category(d) of instruction 1 before her qualifying relationship as follows:  
For a spinster add "spinster"  
For a married woman (or widow) add "wife (or widow) of" and the full name of her husband (or late husband)  
If the deceased was a spinster or a divorced woman, and had no occupation, draw a short horizontal ink line in the upper part of space 6.

Space 7 As precisely and fully as can be ascertained and in the following order of preference:

- i. When an inquest is held, the cause of death and the Coroner's findings should be copied from the Coroner's certificate followed by "Certificate received from ..... (Name) .....  
Coroner for ..... (District) .....  
Inquest held ..... (Date) ....."  
Except that if any person is named as having caused the death the name of that person should not be entered.
- ii. If the Coroner does not hold an inquest the cause of death should be shown as stated on the medical certificate, followed by "Certificate by ..... (Name and qualification of certifying doctor – and tank if Service Medical Officer ....."
- iii. Where the Coroner does not hold an inquest, and a medical certificate of death is not obtainable, but an official inquiry is convened the cause of death determined by the inquiry should be entered. The entry should not include any reference to the inquiry and the name of any person considered to be responsible for the death should not be entered.

3.

- a. The following categories of persons ONLY are qualified to supply the particulars and to sign this form; the informant's description should be entered as:
  - i. Present at the death
  - ii. Who saw the dead body ( )
  - iii. Causing the body to be buried/cremated) In this order
  - iv. Captain of HMS ..... (the ship in which the death occurred)
  - v. In command of the aircraft
    - (a) in which the death occurred or
    - (b) in which the accident occurred from which the death resulted.For deaths of members of the naval, military or air forces of the crown **ON ACTIVE SERVICE** there are two additional qualified informants:
  - vi. An officer of the deceased's unit or ship
  - vii. The officer in command of the deceased's Record Office
- b. The signature of a qualified informant at 3 (a)(i), (ii), (iii), (v), or (vi) above must be attested by a person in one of the under-mentioned categories:
  - i. an officer of the naval, military or air forces of the Crown
  - ii. a person serving in an established capacity in the permanent civil service of the State who holds his appointment directly from the Crown or has been admitted into the civil service with a certificate from the Civil Service Commissioners;
  - iii. a person qualified to practise medicine in the country where the document is signed.
  - iv. a person qualified to practise law in the country where the document is signed.

- 4. When completed, this form should be sent to the Officer in Charge of Birth, Death and Marriage Registration for the Command in which the death occurred, unless otherwise instructed by the Registrar General. When the death is registered, one free certificate will be issued to the next-of-kin.
- 5. When the half-yearly returns containing the certified copy of an entry are received at the General Register Office, Smedley Hydro, Trafalgar Road, Birkdale, Southport PR8 2HH, further certificates will be obtainable there on application and payment of the fees.
- 6. A registering Officer cannot register:
  - a. a presumed death (where the body has not been recovered), or
  - b. a death which occurred over 12 month ago

2-1-2-13

OFFICIAL

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- Either should be reported to the Registrar General at the address in paragraph 5.
7. For further information on registration see Queen's Regulations.
  8. Further supplies of this form are available from Overseas Registration Section, General Register Office, Smedley Hydro, Trafalgar Road, Birkdale, Southport PR8 2HH

2-1-2-14

~~OFFICIAL~~

[Issue 15 – 14 Jan 15](#)

OFFICIAL

Multiple Form ORS 3A

Date and place of death 1.	Name, surname and country of Residence in the United Kingdom 2.	Sex 3.	Maiden surname of woman who has married 4.	Date and place of birth 5.	Rank or occupation 6.	Cause of death 7.

2-1-2-15  
OFFICIAL

**SERVICE REGISTERING OFFICERS**

<b>Ser</b>	<b>Geographic Area / Circumstance</b>	<b>Registering Officer for Births , Deaths &amp; Marriages</b>	<b>Registering Officer for civil partnerships only</b>	<b>Notes</b>
1	<b>Afghanistan / Iraq / Kuwait.</b>	JCCC DBS, Innsworth House Imjin Barracks Gloucester GL3 1HW	N/A	
2	<b>Africa</b>	JCCC DBS, Innsworth House Imjin Barracks Gloucester GL3 1HW	British Army Training Unit (BATUK) Kenya	
3	<b>Australia / New Zealand</b>	JCCC DBS, Innsworth House Imjin Barracks Gloucester GL3 1HW	British Defence Liaison Staff (BDLS) Canberra	
4	<b>Brunei</b>	COS HQ Brunei Garrison BFPO 11	COS HQ Brunei Garrison BFPO 11	
5	<b>Canada (Suffield &amp; Wainright)</b>	JCCC DBS, Innsworth House Imjin Barracks Gloucester GL3 1HW	HQ British Army Training Unit (BATU)	
6	<b>Canada (All other locations)</b>	JCCC DBS, Innsworth House Imjin Barracks Gloucester GL3 1HW	British Defence Liaison Staff (BDLS) Ottawa	
7	<b>Cyprus and the Gulf area</b>	(RP Eastern Med) SO3 Pers /Wel HQ British Forces Cyprus (BFC)	(RP Eastern Med) SO3 Pers /Wel HQ British Forces Cyprus (BFC)	
8	<b>Falkland Islands, South Georgia &amp; Ascencion</b>	JCCC DBS, Innsworth House Imjin Barracks Gloucester GL3 1HW	HQ British Forces South Atlantic Islands (BFSAI)	
9	<b>Nepal</b>	DCOS HQ BGN BFPO 4	DCOS HQ BGN BFPO 4	
10	<b>Northwest</b>	(RP Europe)	(RP Europe)	

2-1-2-A-1

OFFICIAL



OFFICIAL

Ser	Geographic Area / Circumstance	Registering Officer for Births , Deaths & Marriages	Registering Officer for civil partnerships only	Notes
	<b>Europe, Norway, Denmark, Poland, Czech Republic, Italy, Bosnia, Kosovo, Gibraltar, Spain, Portugal , Malta</b>	SO2 G1 Comp HQ UK Support Command Group (GSG)	SO2 G1 Comp HQ UK Support Command  <u>For Gibraltar</u> HQ British Forces Gibraltar (BFG)	
11	<b>UK</b>	Civilian registrar	Civilian registrar	
12	<b>USA, Belize, Caribbean, South America</b>	JCCC DBS, Innsworth House Imjin Barracks Gloucester GL3 1HW	<b>British Defence Staff (BDS) US</b>	
13	<b>Other locations for personnel on duty</b>	JCCC DBS, Innsworth House Imjin Barracks Gloucester GL3 1HW	Relevant British Embassy / High Commission	
14	<b>Personnel embarked on RN ships or temporarily ashore from RN ships overseas.</b>	JCCC DBS, Innsworth House Imjin Barracks Gloucester GL3 1HW	N/A	If outside UK and UK territorial waters.
15	<b>Military personnel and civilian passengers on UK military or military chartered aircraft.</b>	JCCC DBS, Innsworth House Imjin Barracks Gloucester GL3 1HW	N/A	If outside UK and UK territorial waters / airspace
16	<b>Service personnel overseas on holiday / personal reasons</b>	Relevant British Embassy or High Commission	Relevant British Embassy or High Commission	
17	<b>Late (over 12 month old) registrations</b>	Relevant Service Registering Officer - on the authority of General Register Office, Identity & Passport Service, Smedley Hydro Trafalgar Road Southport PR8 2HH	General Register Office, Identity & Passport Service, Smedley Hydro Trafalgar Road Southport PR8 2HH	

2-1-2-A-2

OFFICIAL

CHAPTER 3 - **FUNERALS, BURIALS, CREMATIONS & HEADSTONES**

Section 1 - **Outline**

**02.01.0301.** This Chapter covers the policy for funerals, including the provision of coffins and headstones, at public expense, for deceased Service personnel and entitled dependants.

Section 2 - **General**

**02.01.0302.** When a Service person (including Reserve forces when on duty and F&C<sup>23</sup> personnel) dies, it is MOD policy to arrange a funeral at public expense or provide funding towards the cost of a private funeral dependant upon the wishes of the Next of Kin (NOK). It is important that Visiting Officers (VOs) understand the options available in order that they can explain them clearly to the NOK.

Section 3 - **Eligibility**

**02.01.0303.** The payment of funeral expenses and grants are admissible in respect of: Service individuals, including F&C personnel, who die before the termination of their service and are in receipt of a military salary.

- a. Service individuals who die after having been a patient in a military or civilian hospital or comparable establishment at the time of either:
  - (1) Relinquishment of their commission.
  - (2) Their discharge from the Services.
  - (3) Their transfer to the Reserve Forces.
- b. A reservist or ex-Service individual who dies in a military or civil hospital whilst undergoing treatment approved by Veterans-UK.
- c. A member of the Reserve Forces who dies as a result of an injury received or an illness that developed on duty.

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<sup>23</sup> F&C personnel are individuals who were born and brought up in a foreign country but who subsequently travelled to the UK, at their own expense, to enlist in the British Armed Forces. The same entitlements will also apply to Gurkha Service personnel and their families

OFFICIAL

- d. A re-employed officer who dies while in receipt of full pay.
- e. Members of the Cadet Forces who die whilst on official duty, or where death is attributable to duty.
- f. Admirals of the Fleet, Field Marshals and Marshals of the RAF.
- g. Former CDS', VCDS' and 4\* Heads of Service, (i.e. CNS, CGS and CAS) should be afforded either funeral expenses or a memorial service.
- h. Former members of the Navy, Army and Air Force Boards who die within one year of leaving their appointment.
- i. Officers and men of the Mercantile Marine, whether British or foreign, who are killed or die as a result of enemy action and whose bodies are washed up or brought ashore in the UK and buried by Naval authorities.

#### Section 4 - Funeral Options

**02.01.0304.** The choice of funeral arrangements is normally decided by the NOK unless the Service person has made special provisions in their will, left written instructions elsewhere, or the NOK waive this right. If family members cannot reach agreement over the funeral, and there is no instructions in the deceased's will, as the PR has certain legal responsibilities over the disposal of the estate, the MOD must liaise with them over the funeral. The funeral may be at any location in the UK or in the country where death occurred whilst serving overseas (subject to any overriding local conditions) or, in the case of F&C personnel, either in their CoO or the country in which the NOK are normally resident. Wherever the funeral is held, the family will be eligible to receive the rate of Funeral Grant they would have been entitled to had the funeral been held in the UK. Where the funeral for a deceased F&C Service person who was either Killed in Action, Died of Wounds or Died on Operations, is held in the CoO and the NOK requests the attendance of a military bearer party, return travel and subsistence for up to 10 serving personnel from either the Service or unit is admissible at public expense.

**02.01.0305.** A funeral at public expense (burial or cremation) is one arranged and paid for by Service authorities. The funeral is to be conducted in accordance with Queens Regulations, be unostentatious in character and is to be the same for all ranks. Arrangements are to be made by the deceased's parent unit. However, where the funeral is to be held at a location remote from that unit, another unit may be approached and asked to make appropriate arrangements. A funeral expenses grant of £1000 will be paid (by the JCCC following receipt of the burial/cremation report) to the PR/NOK consulted over the funeral arrangements/paying any miscellaneous expenses and the following services may be provided at public expense:

2-1-3-A-3-2

OFFICIAL

## OFFICIAL

- a. **Attendance of NOK.** Attendance of the NOK and one companion, or for married accompanied personnel, a close family member<sup>24</sup> and one companion. One car is paid for from home to funeral in addition to the hearse.
- b. **Burial.** If requested by the NOK (or PR in Scotland) a Service Pattern headstone will be provided and they may choose to maintain the headstone themselves or elect for the MoD to maintain in perpetuity.
- c. **Coffin.** A standard coffin is provided for all ranks. If the NOK want a coffin different from that normally supplied by the MOD then they are responsible for the additional cost.
- d. **Cremation.** An entry (up to the maximum of lines provided) in a crematorium or other Book of Remembrance, including a drawing of a Service/Ship/Unit/Regimental crest or alternatively the provision of a military pattern urn marker to mark the site of the interred ashes. Ashes scattered in the crematorium Garden of Remembrance or dispatched in an oak casket to the NOK's home address, or interred in a civil or military cemetery.
- e. **Bearer Party (Overseas).** For funerals of F&C personnel being held in their CoO at the request of the NOK, provided the deceased was killed in action, died of wounds, or died on operations, a military bearer party of up to 10 Service representatives may be provided at public expense. In all other circumstances of death public funds will only be provided for one Service representative to attend such a funeral overseas. JSP 752 Chapter 4 refers (04.0128)

**02.01.0306. Honours.** The degree of ceremony at such a funeral, or the lack of it, is normally a matter for the NOK in conjunction with the unit. It may range from the minimum of formality, e.g. no more than the presence of a single representative of the deceased's unit, to full-scale military honours. Details of the appropriate military honours for each Service are in their respective Queen's Regulations.

**02.01.0307. Graves and Markers.** Further details and instructions concerning graves, headstones, Books of Remembrance, oak caskets and urn plot markers are at Annex A.

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<sup>24</sup> Close family is defined as Spouse, Civil Partner, Parent, Legal Guardian, Children, Grand Parents, Sibling including whole or half blood, Parent in Law, Emergency Contact.

2-1-3-A-3-3

OFFICIAL

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Section 5 - **Private Funeral**

**02.01.0308.** The NOK may choose:

- a. A funeral (burial or cremation) where Service authorities arrange and pay for the preparation of the body, the provision of the coffin and its conveyance to an undertaker. In such circumstances the NOK are entitled to the Lower Rate of Funeral Grant<sup>25</sup> and the Funeral Expenses Grant.
- b. Alternatively, the NOK may prefer to make all the arrangements themselves. In such circumstances, they should pay all the costs but are entitled to the Higher Rate of Funeral Grant<sup>26</sup> and the Funeral Expenses Grant.

**02.01.0309.** Service Representation at a Private Funeral. The VO should ascertain whether the NOK wish the Service/Unit to be represented at a private funeral and if so an official representative of the parent unit is to attend and may do so at public expense. If circumstances prevent representation from the parent unit, the Unit closest to the location of the funeral should be asked to send an officer to represent them.

Section 6 - **Private Funeral in a Country other than UK, Eire or where the Service person died**

**02.01.0310.** Should the NOK decide to have the funeral in a country other than UK, where the Service person died, or, for F&C personnel in their CoO or the country where the NOK are now settled, they will be required to make all the arrangements themselves and pay the costs. However they will be eligible for the Higher Rate of Funeral Grant<sup>27</sup> unless the body has been repatriated at public expense in which case they will be eligible for the Lower Rate. Only one funeral grant is payable, even if a funeral (or other form of burial / cremation) is held in one country and a memorial service in another.

**02.01.0311.** In the event of the death of a F&C Service person, the dependants who were accompanying them may wish to return to their CoO to settle. The travel and removals expenses may be at public expenses. There may also be occasions when the dependants wish to travel back to the CoO for the funeral but, for schooling housing or other related reasons need to return to the UK or overseas assignment station to finalise matters before they finally resettle in their CoO. In these cases it is now also permissible to fund the dependants return journey to the CoO to allow them to attend the funeral then

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<sup>25</sup> The rates are reviewed annually and published by SP Pol Allowances in their Annual Allowances Directed Letter.

<sup>26</sup> As <sup>55</sup> above.

<sup>27</sup> The rates are reviewed annually and published by SP Pol Allowances in their Annual Allowances Directed Letter.

2-1-3-A-3-4

OFFICIAL

## OFFICIAL

return to the UK or overseas assignment station to settle their affairs. The subsequent travel back to the CoO would also be at public expense.

### Section 7 - **Flags to Cover the Coffin**

**02.01.0312.** The Parent Unit is responsible for obtaining a Union (or other National) Flag to cover the Coffin.

- a. Units are to hold sufficient Union Flags to allow one be sent with the coffin (where appropriate). The choice of Flag used to cover a coffin at a Private funeral is a matter for the NOK.
- b. The Union Flag is to be used to cover the coffins of all members of the British Armed Forces (irrespective of nationality) who receive a Service funeral. Personnel serving in the armed forces of another country, or on attachment to the British military, should have their coffin covered by their national Flag.

### Section 8 - **Memorial**

**02.01.0313.** In circumstances where Service personnel are killed whilst in Service but whose bodies are never recovered, the NOK may choose to have a headstone, urn plot marker or equivalent memorial plaque or an entry in a crematorium or other Book of Remembrance provided from Public Funds; subject to the agreement of the relevant cemetery or church authority. Applications for a grant towards the costs of a Memorial Service should be made through JCCC and will be considered by JPAC PACC on a case by case basis.

### Section 9 - **Burial at Sea**

**02.01.0314.** Burial at sea is not to be offered as an option to NOK. It is only permitted in exceptional circumstances for very distinguished Senior Naval Officers or Naval holders of the VC who have expressed such a wish. However NOK may request committal at sea of the cremated remains of Naval personnel who died in service or retired RN, RM, QARNNS or WRNS at the discretion of CinC FLEET or the appropriate Flag Officer.

### Section 10 - **Funeral Overseas**

**02.01.0315.** It is MOD policy to repatriate the bodies of Service personnel who die while serving overseas (see Volume 2, Part 1, Chapter 1). However if the NOK specifically

2-1-3-A-3-5

OFFICIAL

[Issue 15 – 14 Jan 15](#)

## OFFICIAL

request it, or repatriation is not possible, the funeral may take place in the country where the deceased was serving<sup>28</sup> when they died (subject to any local restrictions).

**02.01.0316. Options.** The choice between cremation and burial rests with the NOK (subject to the availability of appropriate facilities). Serving persons will normally be given a service funeral overseas with military honours unless the NOK specifically requests a private one.

- a. **Burials.** For funerals at public expense, burials should ideally be in a military cemetery or in a military plot in a civil cemetery but may be in any other cemetery chosen by the NOK.
- b. **Cremations.** Following cremation, in accordance with the NOK's wishes, the ashes may be:
  - (1) Scattered in the Crematorium Garden of Remembrance or location of choice.
  - (2) Buried in an Urn Plot in a military or civilian cemetery.
  - (3) Repatriated at public expense (see Volume 2, Part 1, Chapter 1).

**02.01.0317. Attendance of NOK.** The NOK and one companion, or for married accompanied personnel, a close family member<sup>29</sup> and one companion are entitled to travel and accommodation at public expense to attend the funeral. Such visits must be authorised by the JCCC. If local conditions prevent their attendance, then a visit to the grave at a later date may be permitted provided it takes place within 2 years of the death. Further details are at Annex B.

### Section 11 - Dependants

**02.01.0318.** Service personnel are responsible for the arrangements and costs of funerals of their dependants except as follows:

- a. If a dependant<sup>30</sup> dies overseas during an accompanied tour their body or ashes may be repatriated at public expense in accordance with Volume 2, Part 1, Chapter 1.

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<sup>28</sup> For those who die while serving in Holland or Belgium a funeral at public expense may take place at the military cemetery in Germany (Rheindahlen).

<sup>29</sup> Close family is defined as Spouse, Parent, Legal Guardian, Children, Grand Parents, Sibling including whole or half blood, Parent in Law, Emergency Contact.

<sup>30</sup> Dependant in this instance includes domestic servants and nursemaids, provided they were able to travel at public expense.

2-1-3-A-3-6

OFFICIAL

## OFFICIAL

- b. Deceased dependants of Service persons on full pay may be buried in a military cemetery provided it is close to their duty station and the Service person meets the burial costs<sup>31</sup>, pays for the provision of a military style headstone and a contribution (Charge B) to cover the maintenance of the grave in perpetuity.
- c. The costs of a local funeral overseas of a still-born infant, when arranged by a Service hospital, may be met from public funds. Where there is no access to a Service hospital the reasonable cost of arranging a local funeral may be refunded.

### Section 12 - **Burial/Cremation Reports**

**02.01.0319.** It is MOD policy to maintain a record of the burial or cremation of all Service persons who have died while still serving. Units are therefore required to complete the Burial/Cremation Report at Annex C for every death in service and forward it to the JCCC within 3 days of the funeral.

### Section 13 - **Military Cemeteries**

**02.01.0320.** Details about military cemeteries including a description of who is eligible for interment in them and a list of those currently open for Service or private burials is at Annex D.

#### **02.01.0321. Burial in Commonwealth War Graves Commission (CWGC) Plots.**

Servicemen and women who die in military service today (including those killed in current conflicts) cannot be buried in dedicated CWGC Cemeteries, as under the CWGC charter the cemeteries are restricted to those killed in the First and Second World Wars. However, many local cemeteries have military plots maintained on the MOD's behalf by the CWGC. Should you be informed that the NOK desire burial of a serving relative in any of these plots, you must contact the CWGC without delay, before giving any commitment to the NOK, to establish whether it will be possible to accommodate the family's wishes. **Telephone: 01628 507200.**

**02.01.0322.** CWGC and most military cemeteries have rules regarding what personal items/tributes can and cannot be placed on a grave. The VO should liaise with the appropriate cemetery authority and NOK before finalising the funeral arrangements to ensure relatives of the deceased are aware of any local restrictions, to help them make an informed decision on the location of any interment.

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<sup>31</sup> If overseas and the funeral costs exceed the higher rate of funeral grant a grant to cover the excess may be made.

2-1-3-A-3-7

OFFICIAL



## Section 14 - **Funeral Grants and Admissible Expenses**

**02.01.0323.** A summary of Funeral Grants and Admissible expenses is enclosed at Annex E.

## Section 15 - **Role of JCCC**

**02.01.0324.** The JCCC will:

- a. Provide advice for NAs, VOs and units.
- b. Authorise and arrange overseas travel for NOK or close relatives to attend funerals or visit graves (within 2 years of the funeral).
- c. Maintain a record of burials and cremations of Service personnel who died while still serving.
- d. Maintain a list of military cemeteries.
- e. Arrange the provision and engraving of service pattern headstones and urn plot markers; and entries into the Crematoria Book of Remembrance.
- f. Arrange the inspection and maintenance of non-war graves in the UK & Overseas.

## Section 16 - **UK Armed Forces Representation at Funerals of Foreign Nationals working within the UK CoC**

**02.01.0325.** Where the UK has a Defence Attache (DA<sup>32</sup>) in a country then the DA should, where at all possible, provide UK representation at the funeral of any foreign soldier who died whilst working within the UK CofC.

**02.01.0326.** Where the DA in country or an appropriate member of his military staff are unable to attend then representation from the formation rear party should be considered.

### **Annexes:**

- A. Graves, Headstones, Books of Remembrance, Oak Caskets and Urn Plot Markers.
- 

<sup>32</sup> The DA is the appropriate national representative regardless of rank.

OFFICIAL

- B. Family Attendance at Funerals Overseas.
- C. Burial/Cremation Report.
- D. Military Cemeteries.
- E. Funeral Grants and Admissible Expenses.

2-1-3-A-3-9

OFFICIAL

## **GRAVES, HEADSTONES, BOOKS OF REMEMBRANCE, OAK CASKETS AND URN MARKERS**

### **General**

1. The provision of a grave and headstone and its subsequent maintenance or of an entry in a crematorium Book of Remembrance, or the provision of a military pattern urn marker and an oak casket, if required, are included in the arrangements of the funeral of a service person at public expense. They are the responsibility of the NOK if they opt for a private funeral.

### **Burials**

2. Where the burial is carried out at public expense, whether in UK or overseas, MOD pattern headstones are to be erected if the NOK request it or if the burial is in a military cemetery. The graves are maintained at public expense, including graves purchased at public expense in civilian cemeteries. However, the deeds of such graves must be registered in the name of the Secretary of State for Defence (OIC JCCC) and sent to the JCCC.
3. MOD pattern headstones may be erected on a family grave at public expense but the maintenance will be the responsibility of the NOK.

### **Engraving of Headstones**

4. The headstone will be provided by JCCC through a MOD contractor. The NOK will be sent, via the VO, a form asking them exactly what they would like to have engraved on the headstone, including possibly a Service or Regimental crest a religious symbol and a personal dedication should they wish. JCCC will then ensure the headstone is correctly engraved.

### **Cremation**

5. Where cremation is carried out at public expense, whether in UK or overseas, the NOK can choose to have interment of the ashes, in a military / civil cemetery with the site marked by a military pattern urn plot marker. Alternatively, a casket may be provided and the ashes delivered to the NOK home address for retention, or the ashes may be scattered in a garden of remembrance. In such circumstances, an entry may be paid for in a Book of Remembrance.

## OFFICIAL

### **Book of Remembrance**

6. In the event of a cremation, the authority responsible for the funeral must ensure that, where appropriate, the crematorium superintendent is warned that he may receive details for an entry in the Book of Remembrance in due course. The entry may include a Service or Regimental Crest.

7. If the NOK choose to have an entry made this will be initiated by JCCC on receipt of the Cremation Report. Detailed instructions and an 'Application for an Entry' will be sent to the NOK via the VO, for them to complete. The JCCC will then liaise with the Crematorium superintendent to ensure the entry is made correctly.

### **Oak Caskets**

8. Oak caskets, provided where cremated ashes to be retained by the NOK, are not made to any military specification and are provided by the funeral director.

### **Headstones for Dependants**

9. The form of application for a dependant's headstone is at Appendix 1. It is to be submitted to the JCCC through the Service person's unit.

### **Urn Plot Markers in United Kingdom Support Command (Germany) (HQBFG) Military Cemeteries**

10. The ashes of cremated service personnel, United Kingdom Based Civilians (UKBCs) and dependants may be buried in HQBFG military cemeteries in urn plots set aside for the purpose. Urn markers of a standard type approved by the MOD will be provided and placed over urn pots at public expense for deceased service personnel. In the case of dependants and UKBCs similar memorials will be obligatory but must be provided at the expense of the NOK.

11. The JCCC is not involved in the provision of the urn plot markers for HQBFG. These are ordered as an automatic procedure by the HQ administering the cemetery as soon as the urns have been buried. Units are not required to submit applications for markers for deceased service personnel. Applications<sup>33</sup> are needed, however, when the deceased is a dependant or a civilian

### **Urn Markers in UK Military Cemeteries**

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<sup>33</sup> See HQBFG Standing Orders Part III, Chapter 3, Section 5.

2-1-3-A-2

OFFICIAL

## OFFICIAL

12. Urn markers are of a standard type approved by MOD. JCCC will send to the NOK, via the VO, an engraving schedule to be completed by them and returned to the JCCC. JCCC will then order the urn marker. Applications for the interment of ashes in a UK military cemetery are to be made by the NOK to the authority administering the cemetery, (see Annex D to this chapter). All costs of interment including provision of the urn marker are included in the arrangements of a funeral at public expense. In either type of private funeral, these costs are the responsibility of the NOK.

### **Maintenance**

13. The maintenance of military cemeteries is the responsibility of the MOD. The Department will normally only maintain graves in civilian cemeteries provided the grave spaces were purchased from public funds after 31 December 1947, and register to the Secretary of State for Defence. A charge<sup>34</sup> is levied for the maintenance of a dependant's grave in perpetuity.

### **Appendices:**

1. Service Pattern Headstone Engraving Scheme.
2. Dependants Service Pattern Headstone Engraving Schedule.

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<sup>34</sup> Charge B. The rates are reviewed annually and published by SP Pol Allowances in their Annual Allowances Directed Letter.

2-1-3-A-3

OFFICIAL

**SERVICE PATTERN HEADSTONE ENGRAVING SCHEDULE**

**General**

1. This proforma is used by the Ministry of Defence (MOD) when requisitioning a Service Pattern Headstone
2. Please check very carefully that all the details are correct

Details of the Deceased

Surname:

Forename(s) or Initials as appropriate):

Service Number:

Rank/Rating (**Acting rank to be inserted if this was held at the time of death**):

Honours and Decorations:

Ship/Unit/Service/Regiment/Corps:

Date of Death:

Age:

Name and Location of burial Ground:

To be completed by the next of kin

OFFICIAL

Would you like a Ministry of Defence Headstone to be erected?

Please tick one box

Yes  No

The headstone will include: **for the Royal Navy**, the Royal Navy Crest, Royal Marine Crest, Fleet Air Arm Crest, or other Service Crest as appropriate; **for the Army**, the Regimental, Corps or Cap Badge as appropriate; for the **Royal Air Force**, the Royal Air Force Crest or the Royal Air Force Regiment Crest as appropriate.

The space available on the headstone for engraving the deceased's name and any honours or decorations is limited to about 20 letters and spaces including punctuation marks. If the full forenames and surname, plus honours and decorations, exceed this limit, only one forename (normally the first) and the surname will be engraved in full and all the other forenames will be shown by initials. Please show in the space provided how you would like the name engraved:

Would you like a religious emblem on the headstone?

Yes  No

If you have answered "Yes" please indicate which religious emblem you wish to be engraved by ticking the appropriate box below:

- a. (i) The Latin Cross
- b. (ii) The Broad Cross (RN, RM & Artillery)
- c. The Star of David
- d. The Moslem Emblem
- e. Other Religious Emblem

(Please specify your requirements below)

Would you also like to have a personal inscription or text on the headstone?

Please tick one box

Yes  No

2-1-3-A-A1-2

OFFICIAL

If you have answered "yes" please write the proposed inscription clearly in BLOCK CAPITALS in the space below. Your inscription should not exceed four lines with no more than 28 symbols or spaces per line. Words should not be split.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXX

When you have completed the appropriate boxes above, please fill in the following particulars:

Your full Name:

Your relationship to the deceased

Funeral Director's Address and telephone Number:

Usual Signature ..... Date .....

Please either give the completed form to your Visiting Officer or send it to:

JCCC (Graves Casework)  
Room G35  
Innsworth House  
Imjin Barracks  
Gloucester  
GL3 1H



**DEPENDANTS SERVICE PATTERN HEADSTONE ENGRAVING SCHEDULE**

**General**

1. This Proforma is used by the ministry of Defence (MOD) when requisitioning a Service Pattern Headstone.
2. Please check very carefully that all the details are correct

Details of the Deceased

**Surname:**

**Forename(s) (Christian Name(s)  
or Initials as appropriate)**

**Date of Death**

**Age**

**Name and Location of burial Ground**

**Plot Details**

Plot:	Row:	Grave:
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**Inscription Required**

Do you wish to have the figure of an angel engraved on the headstone?

Yes  No

Would you like a religious emblem on the headstone?

Please tick one box

Yes  No



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Relationship to the deceased

I would like a Dependants Service Pattern Headstone engraved as described above, to be provided and erected by the Ministry of Defence. I agree to pay all expenses including any lump sum maintenance charge.

Usual Signature ..... Date .....

Please return completed form to:

JCCC (Graves Casework)  
Room G35  
Innsworth House  
Imjin Barracks  
Gloucester GL3 1HW

2-1-3-A-A2-3

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## **FAMILY ATTENDANCE AT FUNERALS OVERSEAS**

1. **Persons Entitled to Visit.** Two people are entitled to travel and accommodation at public expense to attend the funeral overseas of a Service person. At least one of the two must be a member of the casualty's close family<sup>35</sup>. The other person may be a suitable companion.
2. **Authorisation.** Family attendance at public expense at a funeral overseas must be authorised by JCCC on advice from the Visiting Officer (VO) and following a request from the NOK.
3. **Action.**
  - a. **Travel Arrangements.** Once authorised, the Parent Unit is to arrange travel. All surface travel is to be second class. Air travel, where necessary, will be in the class dictated by current Service air travel regulations. When a person attending is a member of one of the three Services and is serving in the UK, JCCC will liaise with the Service person, their parent unit and DSCOM (if appropriate) regarding travel arrangements.
  - b. **Passports, Visas and Vaccination Certificates.** All visitors must carry a valid passport and the necessary visa and vaccination certificates appropriate to the country where the funeral is to be held. Where the person travelling does not hold a passport/visa, JCCC will contact DSCOM for passport and visa advice.
  - c. **Promulgation of Flight Details.** The Parent unit is to signal the destination and estimated time of arrival of the visitors to the unit arranging the funeral, commanding headquarters, and any other involved party to enable reception arrangements to be put in place.
4. **Reception and Accommodation of Visitors.** The unit responsible for the deceased is also responsible for arranging the reception, subsistence,

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<sup>35</sup> Close family is defined as Spouse, Civil Partner, Parent, Legal Guardian, Children, Grand Parents, Sibling including whole or half blood, Parent in Law, Emergency Contact.

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accommodation and transport of the visitors from the time of arrival, and is to make the necessary arrangements for the return journey to the UK after the funeral by the most economical route. The departure details are to be notified to JCCC.

5. **Duration of Visit.** The duration of the visit should be whatever is reasonably necessary to attend the funeral and should not exceed seven days. If a visitor wishes to extend their visit the cost of accommodation and subsistence is to be at their own expense. The return journey at public expense may be arranged, as far as possible, to meet the wishes of the visitor.

6. **Accommodation Overseas.** The responsible unit is to arrange accommodation as economically as possible at public expense. It is to be:

- a. **Public Accommodation.** The actual cost of meals and accommodation, if charged, may be paid; or
- b. **Accommodation with a Service Family.** The Service person providing the overnight accommodation can claim night subsistence allowance at one third of the Privately Arranged Rate for each person accommodated for the authorised duration of their visit;

Or

- c. **Hotel Accommodation.** Where possible all hotel accommodation is to be booked through the Defence Hotel Reservations Service (DHRS). The actual costs for bed, breakfast, evening meal, service charges and taxes may be paid (or refunded) for the authorised duration of visit. Other incidental costs such as telephone calls, extra food, alcohol, room service, laundry and film rental are not refundable from public funds and fall to the visitors.
- d. **Private Arrangements.** Where the visitors prefer to make their own arrangements, no assistance from public funds is admissible.

7. **Travel Costs.** All the major costs of a funeral visit overseas will be met from public funds. This includes transport, accommodation and food. Other costs including passports, visas and inoculations may also be met from public funds with authority from JCCC.

2-1-3-B-2

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**BURIAL/CREMATION REPORT**

***To be raised by Visiting Officer/Funeral Officer within 3 working days of burial or cremation.***

Service Number:

Rank/Grade:

Full Name:

Unit/ship:

Decorations:

Date of Death:

**Complete Sections 1 & 4 for Service Funerals or Sections 2 (or 3) and 4 for privately funded funeral.** (JSP 751 Vol 2 Chapter 3 and Annexes refer)

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**SECTION 1**

**Service Funeral/Cremation (please delete as appropriate)**

(Where the arrangements and costs were the responsibility of the military authorities)

- a. Title and address of Churchyard/Cemetery/Crematorium: (please delete as appropriate)
- b. Date of burial/cremation:
- c. Name and address undertaker:
- d. Location of grave (Grave Number, Plot and Row):
- e. Details of urn plot marker or where ashes were scattered:

**For overseas cremations only:**

- f. Reference of entry in crematorium register:
  - g. Ashes were/were not repatriated:
-

**SECTION 2**

**Private Funeral/Cremation – MOD supplied Coffin/Casket**

(Body was coffined and conveyed to the NOK's nominated undertaker at public expense for a funeral at private expense)

- a. Title and address of Churchyard/Cemetery/Crematorium (if known):  
**(please delete as appropriate)**
- b. Date of burial/cremation (if known):
- c. Name, address and telephone number of undertaker coffining and despatching the body:
- d. Name, address and telephone number of undertaker to whom body was despatched(if different):
- e. Name, address and relationship of NOK claiming the body:

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**SECTION 3**

**Private Funeral/Cremation – Privately supplied Coffin**

(Where all arrangements and expenses, including purchase of the coffin, were the responsibility of the NOK)

- a. Title of Churchyard/Cemetery/Crematorium (if known):
- b. Date of burial/cremation (if known):
- c. Name, address and tel no of undertaker who claimed the body:

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**SECTION 4**

**Name and address of individual to whom funeral grant is to be paid:**

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(Where a private funeral has been held – please enclose receipted copy of undertaker/funeral directors bill)

Form Completed by: Rank: Name:

Appointment:

Ship/Unit/Stn:

Contact Tel No.:

**Return completed form to:**

JCCC Deceased Estates  
Room G35  
Innsworth House  
Imjin Barracks  
Gloucester GL3 1HW

Fax: 95471 8251 (01452 510867)

2-1-3-C-3

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## **MILITARY CEMETERIES**

### **Eligibility**

1. The following are eligible to be buried in military cemeteries, unless the deed of dedication provides otherwise:
  - a. Service personnel who die while on full pay.
  - b. Dependants of Service personnel on full pay residing in the vicinity of a military cemetery.
  - c. Ex-Service personnel who are in receipt of a government pension for military Service and who reside in the vicinity of a military cemetery.
  - d. Other retired ex-Service personnel in special circumstances when authorised by JCCC and the authority responsible for the cemetery.
  - e. The spouses/civil partners of deceased Service personnel and eligible deceased ex-Service personnel when interred in a double grave.
  - f. Cases where there is some doubt should be raised to the JCCC for a decision.

**Note:** Of these it is only Service personnel (sub-para “a”) who may be buried in a military cemetery at public expense. The remainder must be completely at private expense.

### **Conditions**

2. Burial of ashes is not permissible, except where an urn plot is provided, but ashes may be scattered in the Garden of Remembrance at a military cemetery, or in the case of spouses/civil partners, interred in the graves of deceased Service or ex-Service personnel.
3. A MOD pattern headstone is to be erected in all cases of burial in a military cemetery. Similarly, where an urn plot is provided, individual plots are to be marked by the appropriate MOD standard urn marker. Private monuments or tombstones are not to be erected. Private monuments erected before 1 January 1948 cannot be maintained at public expense and may be removed if allowed to fall into disrepair.

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4. Stone markers to MOD specifications may be provided at private expense for spouses/civil partners who are buried in double graves or whose ashes are buried in single graves.

**Burial of Spouses/civil partners in Military Cemeteries**

5. The spouses/civil partners of deceased Service personnel and eligible deceased ex-Service personnel are to be allowed burial in military cemeteries subject to the conditions given below. The concession will apply to all military cemeteries in the United Kingdom unless the deeds of dedication provide otherwise, and to those military cemeteries overseas where local regulations and conditions permit them. The conditions are:

- a. Double depth graves are to be dug at the time that the request for burial is made. This will normally occur when the Service person/ex-Service person dies, but exceptionally when authorised by JCCC, the spouse/civil partner who predeceases the eligible ex-Service person will be allowed to be buried first in the double grave.
- b. The spouse/civil partners concerned will be responsible for the additional costs for the preparation of double graves and the future costs of their own interment in those graves.
- c. MOD patterned headstones, inscribed solely to the deceased Service person/ex-Service person, must be erected on the double graves at private expense (except for a Service funeral). No other headstones will be allowed.
- d. Stone markers to MOD specifications may be placed on the double graves at the time of the spouse/civil partners' deaths at private expense. These will be inscribed with the spouse/civil partners' names, relationship to the Service person, date of death and age at death.

6. **Alternative Arrangements.** Spouse/civil partners who bury Service personnel in single graves are to be allowed to have their ashes buried at private expense in the deceased's grave. The stone markers specified above may also be permitted for spouse/civil partners under these arrangements.

7. **Applications.** Spouse/civil partners who wish to be buried in a military cemetery should be briefed on the conditions above by VOs in cases of deceased Service personnel and garrison or cemetery authorities in cases of ex-Service personnel. Spouse/civil partners should apply initially to the authority responsible for the cemetery (see below) and are to be invited to complete the application form at Appendix 1 to ensure that the extent of the concession is recorded and understood.

2-1-3-D-2

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Copies of the completed form are to be held by the authority responsible for the cemetery and by JCCC.

**Military Cemeteries Available for Burials**

8. Naval Cemeteries. The cemeteries currently available for Naval burials are shown below. They may be used for burials of other Service personnel but only in exceptional circumstances following authorisation from JCCC.

Ser	Cemetery	Remarks
1	Haslar Naval Cemetery Clayhall Road, Gosport, Hants	South East Region
2	Corporation New Cemetery Woodlands Road, Gillingham, Kent	South East Region
3	Plymouth Corporation Cemetery (Weston Mill) Plymouth, Devon	South West Region
4	RN Cemetery Yeovilton Nr Yeovil, Somerset	South West Region
5	Helston Cemetery Helston, Cornwall	South West Region
6	Portland Royal Naval Cemetery Portland, Dorset	Southern Region
7	St Mary's Churchyard Shotley, Nr Ipswich, Suffolk	Eastern Region
8	Corporation New Cemetery Caister, Yarmouth, Norfolk	Eastern Region
9	All Saints, Honington, Suffolk	Eastern Region
10	St Mary's Henlow, Beds	Eastern Region
11	All Saints Wittering Peterborough, Northants	Eastern Region
12	Arbroath Public Cemetery Arbroath, Angus	Scotland
13	Faslane Cemetery Rhu, Dunbartonshire	Scotland

9. **Army Cemeteries.** The following Army cemeteries in UK are managed by the local Army Garrison. All are available for burials of RN, RM and RAF personnel as well as Army but only with permission from the Responsible Authority.

Ser	Cemeteries	Responsible Authority
1	Aldershot Military Cemetery	HQ Aldershot Garrison St Omar Barracks Aldershot Hants. GU11 2BG
2	Beachley Military Cemetery	HQ 160 (W) Brigade

2-1-3-D-3

OFFICIAL

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Ser	Cemeteries	Responsible Authority
		The Barracks Brecon Powys. LD3 7EA.
3	Bordon Military Cemetery	HQ Bordon Garrison Budds Lane Bordon Hants. GU35 0JE.
4	Brookwood Military Cemetery  <b>Near capacity – limited availability</b>	HQ Commonwealth War Graves Commission (CWGC) 2 Marlow road Maidenhead Berks. SL6 7DX
5	Catterick (Hipswell) Military Cemetery	Catterick Garrison Support Unit Piave Lines Catterick Garrison North Yorkshire. DL9 3LR
6	Colchester Mersea Road Cemetery (military plots in the civilian cemetery)	HQ Colchester Garrison Ypres Road Colchester Essex. CO2 7NL.
7	Deepcut Military Cemetery	HQ Deepcut Garrison Princess Royal Barracks Deepcut Camberley, Surrey. GU16 6RW.
8	Fort Pitt Military Cemetery	HQ Chatham Garrison Brompton Barracks Chatham Kent. ME4 4UG.
9	Fulford Military Cemetery	H5Q 15 (NE) Brigade Imphal Barracks Fulford Road York. YO10 4HD.
10	Sandhurst Military Cemetery	Royal Military Academy Sandhurst Camberley Surrey. GU15 4PQ.
11	Shorncliffe Military Cemetery	HQ 2 (SE) Brigade Somerset House Sir John Moore Barracks Shorncliffe Folkestone, Kent. CT20 3HJ.
12	Stirling Lines Burial Ground (Restricted Availability)	HQ Hereford Garrison Credenhill

2-1-3-D-4

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Ser	Cemeteries	Responsible Authority
		Hereford HR4 7DD
13	Tidworth Military Cemetery	HQ Tidworth Garrison Building 57, Delhi Barracks Tidworth Hants. SP9 7DX.
14	Watchfield Military Cemetery	HQ Defence Academy Shrivenham Swindon Wilts. SN6 8LA.

10. Overseas Military Cemeteries. The following overseas cemeteries are available for burials of Service personnel, attached authorised civilians and their dependants but, with the exception of Dhekalia, not for ex-Service personnel. Further details are available from the appropriate Responsible Authorities.

Ser	Cemeteries	Responsible Authority
1	Rheindahlen Military Cemetery	HQ CWGC
2	Hanover (Limmer) Military Cemetery	HQ CWGC
3	Dhekalia Military Cemetery Cyprus	HQ Dhekalia Garrison
4	Gibraltar (North Front) Cemetery	PJHQ J8 (Estates)
6	Falklands Islands (San Carlos) Cemetery	PJHQ J8 (Estates)
7	Dharan Military Cemetery, Nepal	DCOS, HQ BGN
8	Suva Military Cemetery, Fiji	HQ CWGC

Appendix:

1. Application by a Spouse/civil partner to be Buried in a Military Cemetery.

2-1-3-D-5

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**APPLICATION BY A SPOUSE/CIVIL PARTNER TO BE BURIED IN A MILITARY CEMETERY**

Name.....

Spouse/civil partner of:

Number.....Rank.....Name.....Unit.....

Date of death.....Cemetery.....Grave.....

**Declaration by Applicant**

1. I wish to be buried/have my ashes buried in my spouse/civil partner’s grave\*.
2. I understand that permission for me to be buried in a military cemetery does not confer entitlement on any other member of my family to be buried in the same cemetery or in any other military cemetery.
3. I agree to bear the cost of any additional expenses incurred and appreciate that a standard pattern headstone commemorating my spouse/civil partner and a stone marked to MOD specifications for myself are the only memorials allowed.

Signature of applicant..... Date.....

Agreement is hereby given that, on his/her death, the applicant may be buried with his/her spouse/civil partner in the above cemetery/have his/her ashes buried in the grave\*.

Signed.....Garrison Adjutant

\* delete as applicable

## **FUNERAL GRANTS AND ADMISSIBLE EXPENSES**

### **Funeral Grants**

1. **Rates.** The rates of grant payable towards the cost of funerals are reviewed and published annually by MOD (DCDS PERS P&M ALLCES )in JSP 752 Chapter 1, Section 6 (Tri-Service Regulations for Allowances).
2. **Payment.** Funeral grants are paid by the JCCC direct to the NoK/PR and charged to the relevant sing Service budget. However, settlement of the undertakers and other funeral bills following a Publically Funded funeral remain the responsibility of the relevant NA/single Service authority.
3. **Funeral Expenses Grant.** A Funeral Expenses Grant of £1000 is to be paid to the NoK or PR of the deceased estate<sup>36</sup> in regard to personnel who die whilst in Service. The Grant is tax-free and paid at a flat rate; recipients are not required to account for their expenditure by way of retaining receipts. The purpose of the Grant is to assist an recipient with personal incidental expenses directly attributable to their bereavement for example flowers, additional vehicles, order of service, travel cost to medal parades, travel to memorial services/Regimental events and ad hoc costs that arise but not already covered by Public Funding outlined below. Payment of the Grant will be arranged by the JCCC who will charge the cost to the relevant single Service budget.
4. **Payment.** The grants are only payable by JCCC, who will liaise with the NOK, through the VO, following receipt of the completed burial/cremation report. They should not be paid by any other account holder. Before payment of a Private Funeral Grant is made a receipted bill from the undertaker/funeral directors must be submitted to the JCCC for scrutiny. Where a funeral takes place overseas, a translation into English of any bill in a foreign language must be arranged by the VO/unit. The JCCC will reimburse actual costs up the ceiling of the relevant funeral grant.

### **Admissible Expenses**

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<sup>36</sup> As determined by the JCCC in conjunction with the VO

OFFICIAL

5. **Service Funeral.** When a funeral is held at public expense in accordance with paragraph 02.01.0305 the following items (if required) are regarded as admissible expenses:

- a. Repatriation of the body (in accordance with Volume 2, Part 1, Chapter 1) if the death occurred overseas.
- b. Preparation of the body, provision and delivery of the coffin (including metallic lining and/or absorbent filling where required), the cost of the shroud. A standard coffin for all ranks is provided under these arrangements. Where the NOK prefer a more expensive non-standard or special type of coffin, the difference in cost is the responsibility of the NOK.
- c. Personal attendance, coffining the body and supervision of the funeral, bearers and motorised hearse.
- d. One funeral car for relatives.
- e. Burial or cremation fees, Church fees (including Rector's Clerk's and Organist's fees).
- f. For Burials - provision of a military pattern headstone and subsequent maintenance of the grave.
- g. Following a cremation an entry in the Crematorium Book of Remembrance and either provision for an oak casket for the ashes and its despatch to a home address if required, or scattering of the ashes in a Garden of Remembrance or location of choice.
- h. Interment of cremated remains in a military or civil cemetery and provision of an urn plot marker.
- i. Reasonable travel and subsistence expenditure incurred to provide a bearer party of up to 10 Military personnel for F&C personnel repatriated to their country of origin at the request of the NOK, after having been killed in action, died of wounds or died on operations. In all other circumstances of death, only 1 military representative will be funded to attend such a funeral overseas. JSP 752 chapter 4 (04.0128 refers).

6. Where the number of mourners attending a funeral service is expected to be well in excess of the capacity of the venue, alternative venues should first be considered. Where alternative venues are not available, or where this would be against the wishes of the family, the use of audio equipment to broadcast the service to the external congregation may then be appropriate. The hire of audio equipment

2-1-3-E-2

OFFICIAL



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must be approved in advance by DCDS PERS P&M ALLCES, full details of the circumstances and quotes are to be provided. The use of audio visual equipment, such a large screen televisions, will rarely be necessary or in keeping with the occasion.

7. **Private Expense Funeral (Lower Grant).** When a private funeral (lower funeral grant) takes place, in accordance with paragraph 02.01.0308a the following items (if required) are regarded as admissible expenses:
  - a. Preparation of the body, provision and delivery of the coffin (including metallic lining and/or absorbent filling where required), the cost of the shroud. A standard coffin for all ranks is provided under these arrangements. Where the NOK prefer a more expensive non-standard or special type of coffin, the difference in cost is the responsibility of the NOK.
  - b. Repatriation of the body (in accordance with Volume 2, Part 1 Chapter 1 of JSP 751) if the death occurred overseas.
8. **Private Expense Funeral (Higher Grant).** When a private funeral (higher funeral grant) takes place, in accordance with paragraph 02.01.0308b, the NOK arrange and pay for all expenses. However they are entitled to reclaim the cost of conveying the body to an undertaker up to an amount not exceeding the cost of conveyance under official arrangements. There is no entitlement to reimbursement of a privately arranged repatriation.
9. **Wreaths.** Payment for wreaths is normally the responsibility of the NOK but if the family cannot be present at a public expense funeral (usually in overseas cases) the unit will arrange for a wreath to be laid on their behalf at unit expense.
10. **Change of Coffin after Repatriation.** When a death occurs overseas and NOK opt for repatriation at public expense, a standard coffin will be provided. Other than for damage or unsuitability for a UK funeral, any change of coffin is the responsibility of the NOK.
11. **Non-Admissible Expenses.** The following are examples of non-admissible expenses:
  - a. Provision of funeral service sheets/orders of service.
  - b. Additional vehicles (a hearse and one vehicle only allowed at public expense).
  - c. Flowers.
  - d. The cost of a wake or other similar function before or after the funeral.

2-1-3-E-3

OFFICIAL

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e. Newspaper announcements.

12. **Other Expenses.** Any requests to meet costs falling outside the entitlement, and not specifically excluded by paragraph 11 above, arising from exceptional or unusual circumstances, are to be referred to HD JCCC for consideration before any commitment to meet such expenditure is given.

2-1-3-E-4

OFFICIAL

CHAPTER 4 - **SERVICE INQUIRIES**

**Reference:**

A. JSP 832 - Guide to Service Inquiries

Section 1 - **Outline**

**02.01.0401.** This Chapter covers the release to Next of Kin (NOK) the findings of Service Inquiries (SI) and similar investigations into the deaths of Service personnel and the allowances available to support family members who attend inquests into the deaths of Service personnel. It does not deal with the investigation procedures themselves.

Section 2 - **Service Inquiry**

**02.01.0402. General Policy.** The Armed forces (Service Inquiries) Regulations 2008 require a SI to be held in the event of the death of a Serviceman, where anything of consequence may be learned which is not apparent from the death or which is unlikely to be identified by any other report. It is MOD policy that a SI should also be held in the event of the serious injury or a Service person where the injury takes place in a Service unit, ship or establishment or may be work related or may be the result of a Service organised activity. The decision as to whether to convene a SI will be informed by other investigation such as a police investigation and a Learning Account and other specialist investigations.

**02.01.0403.** Guidance on briefing the NOK and on the release of details of a Service Inquiry to the NOK and to the Coroner and contained in reference A.

**02.01.0404. Disclosure Policy.** The definitive MOD policy document that covers disclosures is JSP 400, Chapter 7 which should be read in conjunction with Chapter 7 of JSP 832 for disclosure of Service Inquiries.

**02.01.0405.** Responsibilities.

- a. **Single Services.** The single Services are responsible for all aspects of conducting SIs. The Defence Inquest Unit (DIU) is responsible for briefing ministers. They are also responsible for keeping the NOK informed of progress through the VO/Briefing Officer. Following discussion with the VO, single Services are to declassify and sanitise the final report (unless requested not to) and arrange for the final version to be given to the NOK. The Single Services will also be responsible for staffing responses to any questions received from the NOK following release, consulting Service Legal and other staffs as appropriate. The single Service must keep the DIU fully informed of all stages

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of Service Inquiry staffing. Initial contact may be made with the DIU by telephone on 94344 5555/5553/5505.

- b. **DIU.** It is particularly important that the DIU monitor the release of information to the NOK and, where 2 or more Service's casualties are involved, provide a link between the Service holding the Service Inquiry and the VOs from the other Services.
- c. The DIU will also monitor the single Service staffing of SI/Unit Investigation and will also be responsible for the release of SI/Unit Investigations to the Coroner and/or Procurator Fiscal. Single Service staffs are not permitted to make any direct contact with the Coroner/Procurator Fiscal as all contact should be made by, or on the authority of, DIU staff.

2-1-4-2

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CHAPTER 5 - CORONERS INQUESTS

**Reference:**

- A. 2008DIN05-052 Defence Inquest Unit
- B. JSP 832 - Guide to Service Inquiries

Section 3 - **Outline**

**02.01.0501.** This Chapter covers Coroners Inquests<sup>37</sup> convened into the deaths of Service personnel and MOD civilians who are repatriated to the UK, whose deaths occurred in operational theatres and other overseas locations and for any other non-operational fatality at home or overseas. It also details the allowances applicable to support family members and MOD witnesses who attend coroners' inquests.

Section 4 - **Coroners Inquests**

**02.01.0502. General.** In **England and Wales**, a Coroner will normally hold an inquest into the death of a Service person where the death is determined to be violent, unnatural, or sudden and of unknown cause. Additionally, a Coroner will usually hold an inquest into the death of a Service person or MOD civilian whose death occurred overseas and whose body has been repatriated to the UK (as described in Volume 2 Part 1 Chapter 1).

**02.01.0503.** In Scotland, the Procurator Fiscal is responsible for holding investigations into fatalities. A Fatal Accident Inquiry (FAI) may also be held if the Lord Advocate deems it to be in the public interest to do so. Arrangements are now in place which allow for the transfer to Scotland of investigations into the deaths of service personnel from Scotland, who die on active service abroad<sup>38</sup>. Families of Scottish Service personnel whose death occurred overseas will be offered the option of transferring the investigation to Scotland but that a transfer does not guarantee a public FAI hearing. If the family do not wish to transfer the investigation to Scotland a Coroner's inquest will be held in England or Wales, usually in the district in to which the body is repatriated.

**02.01.0504.** A Northern Ireland Coroner will only investigate a death that occurred in Northern Ireland and will not hold an inquest into a death that occurred outside the Province. Coroners' inquests into the death of Northern Irish Service personnel that occur outside NI will be held in England or Wales (see s. 02.01.0511).

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<sup>37</sup> Including inquiries held by the Scottish Procurator Fiscal.

<sup>38</sup> Under changes introduced in the Coroners and Justice Act 2009,

**02.01.0505. Transfer of an inquest.** A Coroner in England and Wales may transfer responsibility for an inquest to another coroner in England and Wales, or to a Procurator Fiscal in Scotland for an FAI, whilst he has the body in his possession, subject to their agreement.

**02.01.0506.** There is currently no provision for an inquest to be transferred to the coroner in Northern Ireland from overseas (this includes from England or Wales). Subject to mutual agreement, a Coroner in England or Wales may transfer an inquest to another coroner within England or Wales in a location that might better suit a bereaved family residing in Northern Ireland.

**02.01.0507. Foreign death inquiry system.** There may be instances where the country in which the death occurred holds an inquiry into the death. This does not preclude a Coroner from holding an inquest in England and Wales, or an investigation by the Procurator Fiscal in Scotland, following repatriation. Service aftercare organisations are able to advise on entitlements for NOK to attend any such inquiry outside the UK.

**02.01.0508. Disclosure Policy.** JSP 400, Chapter 7 should be read in conjunction with Chapter 7 of JSP 832 for disclosure of Service Inquiries. No documents should be released to the Coroner without the prior consent of the Defence Inquest Unit (DIU). All Service Inquiries are to be passed to the DIU who will forward them to the appropriate Coroner after redaction if appropriate.

**02.01.0509. Responsibilities.**

- a. **Coroner.** The Coroner is responsible for convening and adjourning an inquest following repatriation to allow release of the body for disposal by the NOK. In advance of the reconvened inquest, the Coroner may hold a pre-inquest hearing to determine the Properly Interested Persons to the inquest; establish the scope of the inquest; clarify evidence / disclosure issues; and agree the witnesses that need to appear at the inquest. Further detail on the responsibility of HM Coroner can be found at [www.justice.gov.uk](http://www.justice.gov.uk).
- b. **Defence Inquest Unit.** The DIU provides a single focal point for MOD input to Coroners in England, Wales, Northern Ireland and the Procurator Fiscal in Scotland for the appropriate investigation into the deaths of Service (and other MOD) personnel who die overseas, on or as a result of injuries sustained while on Operations or any other non-operational death. The DIU will advise the Coroner on suitable witnesses and will then notify MOD witnesses that the Coroner has directed that they attend to give evidence. A Case Officer from the DIU will represent the MOD at the inquest and will brief witnesses at the court before the start of any inquest which they are leading. This Case Officer is also responsible for providing a report on the proceedings, including details

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of the verdict, issues raised by Properly Interested Persons and whether a Regulation 28 report<sup>39</sup> is anticipated. This information will be disseminated to the appropriate single Service authority, including the Secretariat, DMC, Subject Matter Experts and Ministers.

**02.01.0510. Legal Representation – MOD.** On occasion, MOD will engage legal representation for an inquest. The DIU is the only authority for authorising MOD representation and for liaison with the Office of the Treasury Solicitor (TSol). MOD counsel will represent any MOD personnel required by the coroner to appear as witnesses, unless MOD counsel declares a conflict of interest between the department and the witness. If a conflict of interest is identified the DIU will advise the witness on what alternative representation may be available.

**02.01.0511. Legal Representation – Families.** There is no requirement for families to be legally represented at coroners' inquests and MOD will not refund any legal costs incurred by bereaved families. However, legal aid can be granted in cases such as inquests where it is not normally available, where there are exceptional circumstances. There are published grounds that help determine whether a case is exceptional. Applications for exceptional funding must be made to the **Legal Aid Agency (LAA)** ([Legal Aid Agency - GOV.UK](http://Legal Aid Agency - GOV.UK)), not MOD. Only where the LAA considers that the exceptional criteria are met will the application be passed to the Ministry of Justice.

**02.01.0512. Royal British Legion (RBL) Independent Inquest Advice (IIA)** - IIA is an independent professional service available to all members of bereaved families of Service personnel who die whilst on duty. Advice and support in preparation for the Inquest/Service Inquiry is provided free by experienced solicitors.

**02.01.0513. Entitlement and Eligibility for Allowances to Attend Inquests:**

- a. **Witnesses.** Any Service person required to attend a coroner's inquest as a witness is considered to be on duty. The DIU will notify the chain of command that a witness is required to attend an inquest. It is the unit's responsibility to make the necessary travel and accommodation arrangements and the unit must cover the costs as per normal travel and subsistence rules.

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<sup>39</sup> Under the Coroners (Investigations) Regulations 2013, Regulation 28 gives Coroners the power to make reports to a person or organisation where the Coroner believes that action should be taken to prevent further deaths. This power allows them to address issues that are peripheral to the case but could nevertheless prevent future deaths. MOD do not have to accept all the recommendations made by the Coroner, but MOD do have to provide a full explanation of our reasons for not doing so.

## OFFICIAL

- b. **Family.** Travel and subsistence to support a family's attendance at an inquest into the death of a Service person is normally payable only if the inquest is into a death that has been attributed to service (see JSP 752 Chapter 04.1152). Where, at the time of the inquest, it has not been determined if the death is attributable or not, if the NOK wish to attend the inquest the Visiting Officer is to make a case for support to the family, submit this to the single Service aftercare organisation and request that the case be considered. This is to be done before any travel and subsistence is authorised.
- c. MOD will provide travel and subsistence for the NOK to attend the inquest, irrespective of when or where the hearing is held. Approval of entitlement and eligibility for allowances to attend pre-inquest hearings is to be sought through the single Service aftercare organisations prior to any travel and subsistence being authorised.
- d. The NOK and two members of a family group living in the UK may travel at public expense to attend a coroner's pre inquest hearing and inquest and any subsequent journeys if the inquest is reconvened. Travel is to be by standard class air or rail. Motor mileage may be reimbursed at the private car rate. On an exceptional basis, the number in the family group may be increased. Prior authority must be sought through the single Service aftercare organisations.
- e. One return family journey (up to 3 persons) can be authorised from overseas to the pre inquest hearing and the inquest in the UK. On an exceptional basis, the number in the family group may be increased from 3 subject to prior authority from single Service aftercare organisations. Travel is to be by standard class or if travelling by air economy class.

**02.01.0514.** Subsistence allowances for each authorised family group member may be paid for each night he or she is required to stay in hotel accommodation for the duration of the inquest. Should this exceed a cumulative total of 3 nights per family member, single Service aftercare organisations should seek authority for continued public funding. Refundable expenditure is the actual<sup>40</sup> cost incurred for overnight accommodation, breakfast, lunch and dinner.

### **02.01.0515. Bookings and Payments**

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<sup>40</sup> Where it is not possible to use DHRS for the hotel booking, refunds of subsistence allowance will be restricted to the full rates of Night Rates of Subsistence Allowance (NRSA).

2-1-5-4

OFFICIAL



OFFICIAL

- a. Hotel accommodation is to be booked by the deceased's unit, or VO, if still appointed, on behalf of the family group using the Defence Hotel Reservation Service (DHRS) on a pre payment basis. If the VO is attending the Inquest, he or she should ensure all bills are settled on behalf of the family and receipts obtained. Should the family settle the bill themselves they should be reimbursed under arrangements made by the VO/unit.
- b. Where possible, the VO should arrange standard class rail travel. Where this is not possible authorised family group members may produce receipted bills for any rail, ferry or Eurostar bookings for repayment. Air travel should be arranged by the VO or, if this is not possible, the authorised family group members should present receipted bills for reimbursement.

**02.01.0516. Payment of Claims.** Claims are to be submitted for payment on Annex A, supported by receipted bills where appropriate. VOs are to give sufficient assistance and guidance to authorised family group members to ensure speedy refund of all authorised expenses. The cost of claims resulting from attendance at inquests are to be met by TLBs under arrangements promulgated by the single Service. Charges may not be attributable to the treasury Reserve.

**Annex:**

**(Guidance)**

A. Claim Form for Authorised Family group Member Allowances Related to Their Attendance at Inquests into Deaths Attributable to Service.

**(In line with the ongoing reform of JSPs this element will be incorporated into part 2 of JSP 751 when it is issued in the new format).**

2-1-5-5

OFFICIAL

**Issue 15 – 14 Jan 15**

**CLAIM FORM FOR AUTHORISED FAMILY GROUP MEMBER ALLOWANCES  
RELATED TO THEIR ATTENDANCE AT INQUESTS INTO DEATHS ATTRIBUTABLE  
TO SERVICE**

**SERVICE PERSON'S DETAILS**

Number \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Unit \_\_\_\_\_

**CLAIMANT'S DETAILS**

Title: \_\_\_\_\_ Initials & Name: \_\_\_\_\_

Relationship to Service Person: \_\_\_\_\_

Title: \_\_\_\_\_ Initials & Name: \_\_\_\_\_

Relationship to Service Person: \_\_\_\_\_

**TRAVEL DETAILS** (No entitlement for elements covered by MOD transport or issued warrants)

Method(s) of Travel: \_\_\_\_\_ (e.g. Own car, train, flight)

Travelling from: \_\_\_\_\_ To: \_\_\_\_\_

Returning from: \_\_\_\_\_ To: \_\_\_\_\_

MOD Warrants Issued: YES/NO\* Details of warrants:

From: \_\_\_\_\_ To: \_\_\_\_\_ (Return)\*

**To be completed by Admin staff**

MMA @ PCR Total Mileage: \_\_\_\_\_ x \_\_\_\_\_ (rate) = £ \_\_\_\_\_

Passenger Allowance Total Mileage: \_\_\_\_\_ x \_\_\_\_\_ (rate) x \_\_\_\_\_

Passengers\* = £ \_\_\_\_\_

Total Mileage: \_\_\_\_\_ x \_\_\_\_\_ (rate) x \_\_\_\_\_ Passengers\* = £ \_\_\_\_\_

2-1-5-A-1

OFFICIAL SENSITIVE

~~OFFICIAL~~

\*Passenger details (Use appropriate numbers against claimants from above (1 or 2).  
Actual Rail fares incurred for which no warrants issued (Provide receipts)

= £ \_\_\_\_\_

Other actual expenses incurred (e.g. Taxi Fares) (Provide receipts where possible):

\_\_\_\_\_ = £ \_\_\_\_\_

**TOTAL (A) = £ \_\_\_\_\_**

**HOTEL AND SUBSISTENCE DETAILS** (Receipted bills to be attached)

Date: \_\_\_\_\_ and time \_\_\_\_\_ of arrival. Date \_\_\_\_\_ and time \_\_\_\_\_ of departure.

Hotel used: \_\_\_\_\_ (name, location) and

Tariff: \_\_\_\_\_ (Bed, Breakfast and Dinner)

2-1-5-A-2

~~OFFICIAL SENSITIVE~~

Issue 15 – 14 Jan 15

CHAPTER 6 - **DISTRIBUTION OF EFFECTS**

**Reference:**

- A. 2012DIN01-179 Tri-Service Arrangements for Administration of Service Wills
- B. **Army** – AGAI 81 Paragraphs 81.071 to 81.084
- C. **RAF- AP 3392 Vol 2 - Chapter 24** (Community Support), **Leaflet 2430** (Casualty Procedures – Deceased Effects).

**Section 1 - Outline**

**02.01.0601.** This Chapter deals with the distribution of the effects of deceased Service personnel. It includes the actions to be taken by the Unit, Service Police/SIB, Committees of Adjustment and the release of personal effects to the Personal Representative (PR)<sup>41</sup>.

**Section 2 - General**

**02.01.0602.** Personal effects<sup>42</sup> are the private property of the deceased; such items may be required by the Police if considered to be of evidential value. The Police have primacy over a crime scene/scene of death and may seize items of Public property and/or personal effects if it is considered that this will expedite an investigation or may be used as evidence – see Annex A. A responsible authority is to be appointed to collect and secure all the personal effects found on MOD property (except in Service Family Accommodation (SFA) unless occupied by a single Service Person). An inventory of all items is to be sent to the Deceased Estates Section of the Joint Casualty and Compassionate Centre (JCCC).

**02.01.0603. Wills.** Any Will or document evidencing testamentary intentions found amongst effects should be forwarded to the JCCC Deceased Estates immediately by Registered Post. Wills must not be pinned to any other document or marked in any way as this may compromise their validity.

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<sup>41</sup> In common law jurisdictions, a **personal representative** is either an executor for the estate of a deceased person who left a will or the administrator of an intestate estate.

<sup>42</sup> Includes all items belonging to the individuals; such as clothing, linens, towels, sports wear, books, personal papers mementoes, jewellery, washing kit, toiletries, ornaments, wallets/purse and cash; this list is not exhaustive.

### Section 3 - **Actions by the Unit**

**02.01.0604. General.** Immediately following a death, the Commanding Officer (CO) of the deceased's unit is to appoint an officer/SNCO to be responsible for the collection and secure storage of the deceased's effects found on MOD property. This does not include effects in the SFA; are deemed the responsibility of the PR. The CO is also to ensure that suitable arrangements are made to secure the effects safely until instructions are received as to their distribution. Early contact is to be made with the appointed Visiting Officer (VO) for the family who must be kept informed of any potential problems or sensitive issues.

**02.01.0605. Diary of Events.** A Diary of Events must be maintained until all retained effects have been accepted by the family and no further issues are outstanding. At which point the diary is to be sent to JCCC Deceased Estates for retention with the case records.

**02.01.0606. Inventories** The appointed responsible officer is to make a complete typed inventory of all retained effects and forward it to the Deceased Estates Section of the JCCC. All retained effects should be listed on Personal Effects Inventory Forms, in duplicate, using separate sheets for each box. In no circumstances is a copy of the inventory to be sent to the PR or any other person by the unit without the authority of JCCC. Inventories are to indicate clearly the details of damage to any items and should indicate that electrical and similar equipment was/was not in working order when packed.

**02.01.0607. Personal Effects.** No personal effects are to be released without the specific authority of JCCC Deceased Estates who will know if there is a valid Will and who has been appointed as the PR. The retained effects are not to be released, disposed of, sold, destroyed or given direct to the PR until authorised by the Deceased Estates Section of JCCC. Any item of potentially sentimental value is to be considered a personal effect.

**02.01.0608. Worthless Items.** Items deemed to be of no intrinsic value should be destroyed and not entered onto the inventory. A non-exhaustive list of items that maybe considered worthless includes discarded items/rubbish and perishable goods.

**02.01.0609. Security.** The Commanding Officer is to ensure that any diaries, books or photographs of Service interest which may be found in the effects contain no information contrary to security regulations.

**02.01.0610. Documents.** Marriage and birth certificates, insurance policies, financial documents and vehicle registration documents must be forwarded to JCCC Deceased Estates by recorded/registered post. In cases where death has occurred overseas and the deceased has a motor vehicle the forwarding of the registration document may delay

OFFICIAL

the ultimate disposal; in such circumstances advice should be sought from JCCC Deceased Estate. All valid passports/driving licences' are to be sent via recorded delivery to: JCCC Deceased Estates for cancellation. JCCC is to check with the PR if the family wish MoD to action on their behalf or if they wish to undertake the task themselves. In cases of deaths overseas or repatriation to another country the Ship/Unit/Station should consult with JCCC Deceased Estates prior to sending off the passport.

**02.01.0611. Computers, Communication and Digital Devices.** Computers, laptops, mobile phones (with camera), digital and disposable cameras. When such items are handed over to the authorised recipient the VO must inform them of the following; **“we are unable to confirm the contents of these items”**. **Under no circumstances should passwords be over ridden or “hacked” to gain access to the data stored on any device.**

**02.01.0612. Items which may Distress NOK.** These must be listed on a separate sheet and packed separately by the responsible officer. JCCC Deceased Estates should inform the VO of the existence of potentially distressing items including those that may be on electronic devices. This will inform the VO of the areas to discuss in regard to the distribution of the effects with the PR to know whether such items should be returned or disposed of by destruction.

**02.01.0613. Cash.** All money found in the personal effects or on the deceased is to be paid into a local imprest account and the sum credited to JCCC imprest account (ZZZG81L900 RAC GEA001) in line with normal accounting procedures, with the following exception:

- a. Small amounts of cash (£5 or less) found in the personal effects, or money found on the deceased's person or in a wallet/purse, may at the specific request of the PR be handed over to an entitled beneficiary of the estate, but only with the prior agreement of the JCCC. Coin collections in display cases, boxes or charity type bottles should not be cashed without prior consultation with the PR/JCCC.

Any bank books or savings certificates found in the deceased's effects should be forwarded to the JCCC Deceased Estates.

**02.01.0614. Orders, Decorations and Medals.** Subject to any specific direction in the Statutes or Warrants governing the various order, decorations and medals these are to be sent to the JCCC Deceased Estates, for presentation mounting, by Recorded Delivery/Registered Post. JCCC staffs will then forward to the MOD Medal office for mounting/addition to any outstanding medals and liaise with the Medal Office to determine who is entitled to receive the medals. The medals will then be returned by the Medal Office to the PR of the estate via the VO

2-1-6-3

OFFICIAL

## OFFICIAL

**02.01.0615. Public and Service Property.** Any public property should be returned to the store to be brought back on charge. Items of personal uniform<sup>43</sup> are to be included on the inventory and returned to the NOK/PR along with other deceased effects<sup>44</sup>.

**02.01.0616. Firearms and Ammunition.** Any firearms or ammunition found amongst the effects which can be clearly identified as Service property are to be returned to munitions store. Private firearms are to be dealt with as personal effects and are to be retained in the appropriate Armoury; all live ammunition is to be handed over for safe keeping. Private firearms and ammunition cannot be released until the necessary Firearms Certificate has been produced by the person entitled, who is to be given the necessary particulars, (e.g. maker's name, number, bore) to enable the certificate to be obtained if possession of the weapon is desired<sup>45</sup>.

**02.01.0617. Final Letters and Notes.** Where a death is potentially due to suicide, any final letters or notes found become the property of the Coroner holding the inquest. Any ship or unit finding a final letter or note should ensure that the Senior Police Officer investigating the death is notified immediately, together with JCCC, and the item is securely retained until seizure by the police can take place. In the unlikely absence of a police investigation the note should be sent to JCCC, by recorded delivery, for onward transmission to the Coroner. After the Coroner has completed his/her inquest, it will be for the PR to approach the Coroner to request any correspondence addressed to the estate/beneficiary.

**02.01.0618. Soiled Clothing.** Where the effects of the deceased contain articles of private clothing, bedding or towels, which need laundering or cleaning, or might already be at a laundry on or off Service property the JCCC/VO are to ascertain if the PR wishes them to be cleaned before any action is taken. If they so wish then this is to be undertaken at public expense before dispatch from the Unit. Where an individual is known to have died of or to have been suffering from an infectious disease advice should be sought from Environmental Health or IPC as to the requirements for disinfection and disposal of service or personal property before the effects are dispatched from the unit.. Where there is a continuing health risk – a decision will need to be made on whether

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<sup>43</sup> To include any uniform, however damaged, that the SP was wearing at the time of death – to be dealt with under treatment of distressing effects paragraph 2.4.12.

<sup>44</sup> For distribution of flying log books see Military Aviation Authority Regulatory Publication – Regulatory Article 2401 (3) Documents and Records.

<sup>45</sup> For RN see: QRRN, Chapter 36 Art J3628

2-1-6-4

OFFICIAL

OFFICIAL

items should be destroyed. A certificate that this has been carried out is to be attached to each copy of the inventory.

**02.01.0619. Packing.** When inventory action has been completed all effects are to be packed in clean tri-wall packing cases if available, or a suitable alternative. The Officer appointed is to supervise the packing and to satisfy themselves of the security of the packages, bearing in mind that these may be transhipped several times before reaching their destination. Fragile and delicate items liable to damage in transit are to be packed with extreme care and cartons/cases, clearly labelled outside with 'Fragile handle with Care'. All items should be carefully packed with small items being placed in polythene bags and the contents clearly labelled. All space is to be used, with packing materials used if necessary to avoid movements of the contents during transit. Each box must contain two Certificates of Personal Effects & Inventory, one is to be placed on top of the contents inside the box and the other is to be securely attached to the exterior of the box in a clearly visible position. The number of boxes is to be entered on the Inventory form. All boxes must be clearly marked:

**Personal Effects Of:**

**(DECEASED)**

Service Number: .....

Rank: .....

Name: .....

Box: ..... of .....

Boxes are to be numbered boldly and consecutively.

All personal effects are to be stored securely under single Service arrangements pending written authority for release from JCCC.

**02.01.0620. Import of effects – Customs Requirements.** Where personal effects are to be imported into the UK or another country, those checking and packing the effects and arranging their shipment are to ensure they comply with the relevant customs requirements. Where the importation of the effects (such as alcohol or tobacco products) exceed personal import limits and thus incur customs duty, the JCCC should be consulted prior to shipment and through them the wishes of the PR sought, via the VO, to establish if the estate is willing to pay any levy/duty that will be imposed, or if they wish the items to be disposed, or to comply with customs limits. Items must not be removed/destroyed without the agreement of the PR, just to comply with duty free/import allowances.

**02.01.0621. Shipping from Overseas.** When effects are ready to be shipped from establishments/units overseas a Customs Form C3 (available from HMRC website),

2-1-6-5

OFFICIAL



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should be completed in duplicate by the Nominated Officer prior to despatch and, together with keys of locked items, then handed to the agent of Service facility undertaking shipment. Effects should be returned to the Base Port/parent unit of the VO. Customs authorities reserve the right to examine items to confirm that they have been used. To ensure that the personal effects of deceased personnel are readily identifiable by Customs they are to be marked as deceased's personal effects on the packing cases and in related shipping documents. Failure to observe this procedure may result in personal effects being detained by the Customs authorities.

**02.01.0622. Irish Republic/Overseas - Special Instructions.** Effects despatched to the Irish Republic or overseas must be accompanied by a statement showing:

- a. List of Contents
- b. Certificate of Free from Infection

Omission of these particulars will lead to delay in delivery. Clothing and effects received from overseas are generally disinfected at the port of entry in the UK. Where a certificate of this having been done is available, further disinfection before despatch is not necessary.

**02.01.0623. ID Cards and ID Disks.** Defence Identity Cards (DIDC) and ID Disks of deceased Service personnel are to be forwarded to JCCC Deceased Estates for cancellation prior to them being handed to an entitled relative/beneficiary of the estate via the VO. Prior to release of the ID card a small diagonal cut is to be made through the top left hand corner of the card, including the hologram, to prevent the risk of any potential misuse.

**02.01.0624. Effects not on Service Premises.** MOD accepts no responsibility for possessions left on premises that are not MOD property<sup>46</sup>, e.g. effects of personnel living in private accommodation, motor vehicles left in civilian garages and golf clubs at club premises. The settlement of all matters relating to such possessions is the responsibility of the PR, and the proprietor of the premises concerned. The Commanding Officer of the Unit is, however, to notify the NOK (through the VO) as soon as possible if the whereabouts of such items is known.

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<sup>46</sup> MOD Property includes buildings that are owned or rented by the MoD

2-1-6-6

OFFICIAL

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**02.01.0625. Effects in Transit.** A check should be made to ascertain if the deceased had any effects in transit and to inform JCCC Deceased Estates of known items.

**02.01.0626. Exchange/Loan Service Personnel.** If the deceased is a member of other nations Armed Forces these instructions are to be modified to the extent that the original inventory and any Will is to be forwarded to the appropriate National Embassy<sup>47</sup> or Commonwealth Office in the UK; with a request for distribution instructions. Copies of all paperwork; including certified copies of any Will should be sent to JCCC Deceased Estates for all personnel. The effects are to be retained until the wishes of the Embassy/Commonwealth authority are known.

**02.01.0627. Missing Persons.** When an individual is missing<sup>48</sup>, but his/her death has not been presumed, and death has yet to be certified an inventory is to be made of his/her retained personal effects. All effects should then be packaged and stored securely, by the unit, where they should be retained until the individual return's or is declared dead by the appropriate authority<sup>49</sup>.

**02.01.0628. Personnel Responsible for Custody of Public or Non-Public Cash.** If the individual was responsible for the custody of public or non-public cash at the time of the incident, resulting in death, steps are to be taken to establish the ownership of any cash found in the effects.

#### Section 4 - Role of JCCC

**02.01.0629.** The JCCC Deceased Estates are responsible for:

- a. Ascertaining if the deceased had made a Service will and contacting the PR via the VO.
- b. Where a private Will is not held by the Defence Handling Centre Glasgow (DHC), the VO is to ascertain who is the appropriate PR.
- c. Writing to the PR (via the VO) to inform them what is happening with regard to financial assets; notifying the PR of any money owed by the MOD to the estate and personal effects.

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<sup>47</sup> If there is no Embassy provision for nationality refer to the Foreign and Commonwealth Officer

<sup>48</sup> For personnel believed to be AWOL/Deserter refer to single Service regulations

<sup>49</sup> Coroner or Registrars Office

2-1-6-7

OFFICIAL

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- d. Ascertaining (via the VO) if the PR has a solicitor dealing with the estate.
- e. Once probate is granted, or a Form of Declaration completed, authorising the release of funds to the deceased's estate.
- f. Dealing with Passports, driving licences, ID cards/disc and items of a potentially distressing nature as per the PRs instructions as communicated by the VO.
- g. Authorising the release of the deceased's personal other effects once it has been determined who is to be the recipient, normally within two months of the death.
- h. Deal with the PR and other beneficiaries' solicitors on behalf of MOD on matters to do with the deceased's estate.

**Section 5 - Role of the VO**

**02.01.0630.** The VO is responsible for:

- a. Liaising with the PR and JCCC Deceased Estates regarding all matters pertaining to the return of the deceased's effects.
- b. Ascertaining if the PR agrees to JCCC cancelling Passports and Driving Licences or wishes to action personally.
- c. Liaising with the PR with regard to items that may cause distress and determining whether the PR wishes these items to be returned or destroyed.
- d. Delivering the deceased effects to the PR/beneficiary.
- e. Providing support to the PR/beneficiary during the opening of Deceased Effects if requested.

**Annexes:**

- A. Service Police Investigations.

2-1-6-8

~~OFFICIAL~~

OFFICIAL

2-1-6-9

OFFICIAL

[Issue 15 – 14 Jan 15](#)

## **SERVICE POLICE INVESTIGATIONS**

### **General**

1. Where the death of Service Personnel occurs overseas, whether on duty or not, the Service Police will invariably represent the HM Coroner in collating evidence to support the subsequent inquest held in the United Kingdom. They will recover/seize evidence that supports their own independent investigation into the death (whether of a criminal nature or not) and may also assist other policing agencies in the recovery of evidential material. Consequently, the guiding principle pertaining to the property of the deceased is that no items are to be removed, altered, damaged or destroyed until their evidential value has been assessed and the Service Police have sanctioned the release of the property to the Standing/Unit Committee of Adjustment representative (Army/RAF) or Logistics Officer/Imprest Holder (RN). To expedite this process a Senior Service Police Officer may allocate resources to assist in the collection recording, retention and distribution of Public/Service property or items that are identified as the personal effects of the deceased.

### **Retention of Property**

2. The Service Police may retain Public/Service property or personal effects considered to be of evidential value both during and beyond the conclusion of any investigation or judicial process, including Coroners Inquests. Where this occurs the Standing/Unit Committee of Adjustment representative or Logistics Officer/Imprest Holder should be informed in writing of the retention of the personal effect(s), so that the inventory can be annotated accordingly and the expectations of the family or NOK managed through the VO. The Service Police should also inform JCCC Deceased Estates so that long term records can be maintained enabling the return of the item once release is agreed.

3. Where the sensitivity of some Service Police investigations preclude the written notification of property/effects retained for evidential purposes, a Senior Service Police Officer will inform the Standing/Unit Committee of Adjustment, Logistics Officer/Imprest Holder and JCCC Deceased Estates, that items are being retained even if it is not possible to disclose specific details; they in turn will advise the VO accordingly.

### **Release/Return of Property**

2-1-6-A-1

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4. There will be occasions when Public/Service property or personal effects initially retained by the Service Police are no longer considered to be of evidential value and are therefore, following review by a Senior Service Police Officer, authorised for release prior to the conclusion of the investigation or other judicial proceedings. The release of such items/effects should be managed in consultation with the Standing/Unit Committee of Adjustment/Logistics Officer/Imprest Holder and JCCC Deceased Estates, who will establish the rightful beneficiary and authorise/oversee any further release to entitled parties. Any property or personal effects that qualify for release should be annotated on the relevant Service forms and should include description, quantity and condition.
5. Where the ownership of personal effects or property retained by the Service Police is in dispute, the Service Police may retain such items until the question of ownership has been resolved by the Judge Advocate. JCCC must then be consulted before release of the property.
6. Where a Service Police Family Liaison Officer is appointed, they will usually work in conjunction with the VO for the return of personal effects to the family or NOK. Where Civil Police retain jurisdictional primacy, the VO will need to liaise with the Senior Investigating Officer to co-secure the release of the effects.
7. Where property has been held for an extended period of time and a Committee of Adjustment is no longer in operation, all property returns should be direct to the appropriate single Service Lead Authority and JCCC Deceased Estates Section (Tel: 95471 6232/6301).

### **Summary**

8. In summary, authority to release property/effects retained by the Service Police can only be given by a Senior Service Police Officer; thereafter engagement with JCCC Deceased Estates is essential to ensure that only entitled beneficiaries receive the items.

2-1-6-A-2

OFFICIAL

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CHAPTER 7 - PAYMENTS MADE TO THE ESTATE OF DECEASED SERVICE PERSONNEL BY THE JCCC

Section 1 - **Details of Payments made by JCCC**

**02.01.0701.** Following a death in military service the JCCC is responsible for making specific payments to the estate of the serviceman or woman, arising from their service in the armed forces. Payments can include all, or some of the following:

- a. Balance of pay.
- b. Operational Allowance – paid as if the individual had completed their planned tour of duty.
- c. Council Tax Refund (paid following a death on Operations).
- d. Credit untaken leave.
- e. Payments from closed German/Cypriot bank accounts held in the deceased's sole name.
- f. Money found amongst personal effects.
- g. Death in service lump sum (if not paid direct to a spouse, child or substantive partner (if applicable) as part of a pension).

**02.01.0702.** Payment of Funeral Grants (See JSP 751 Volume 2, Chapter 3 Annex E) are not made to the estate, but to the PR/NoK of the deceased consulted over arranging or helping to arrange the funeral. Likewise any pension payments will be paid direct to the entitled party and not to the estate.

Section 2 - **Calculation of Operational Allowance and Council Tax Refund**

**02.01.0703.** To assist the JCCC in collecting information on the sums due to the estate for those personnel who die on, or having just returned from an operational deployment, the VO should liaise with the parent unit and, where appropriate, inform the Deceased Estates Office of the date the individual deployed on and returned, or was due to return, from operations and if known whether the deceased was paying Council Tax. This information will be passed to the JPA Leavers Team to allow them to calculate the correct entitlement to Operational Allowance and (if applicable) a Council Tax Refund.

2-1-7-1

OFFICIAL

### Section 3 - Financial Credit for Untaken Leave at date of Death

**02.01.0704.** Payment in lieu of untaken annual leave will be made to the estate of deceased Service personnel, following a death in service, provided accurate and up to date leave records for the individual are available. JSP 760 Chapter 1 paragraph 1013 refers.

### Section 4 - Notification of and Claiming Payment – Legal Requirements

**02.01.0705.** Payment of the total sum due to the estate is made to the PR whenever a will is held, or another person legally entitled to administer the estate (usually the NOK) if there is no will. Where the payment due to the estate from all sources is under £5,000, the JCCC will release the sums due on completion of a Form of Declaration supplied by the JCCC. For payments over £5,000, the PR will be required to obtain legal documentation to show they are entitled to receive the sums due. These documents are referred to as a Grant of Confirmation (in Scotland) or Grant of Representation (in England, Wales, and Northern Ireland) but also known as Probate, if there is a will, or letters of Administration if there is no will.

**02.01.0706.** Advice on obtaining Probate may also be available from VWS. The JCCC automatically informs the PR of the sums due from the MOD as soon as this information becomes available (usually 8-12 weeks after the death) and whether Probate or other legal documentation is required. Whilst it is the PR responsibility to apply for and obtain these documents from the local Probate, or Sherriff's Office, the JCCC will provide contact details to help the PR in this task.

**02.01.0707.** It is the PR, not MODs, responsibility to resolve the private financial matters of the deceased, such as the closure of bank accounts<sup>50</sup> settlement of credit card, loan agreements, utility bills and the claiming of insurance payouts including those made under the PAX scheme (PAX helpline: 0800 212 480 or +44 1737 50564 from overseas).

**02.01.0708.** It is the PR's decision, or other person resolving the estate, whether they wish to appoint a Solicitor to help them with the work involved. Whilst not always necessary, employing a Solicitor is recommended if the estate is complex or is the subject of a dispute. All legal fees incurred must, however, be met by the PR/estate not the MOD.

**02.01.0709.** All payments made by the JCCC to an estate are made via JPA via electronic transfer or personal cheque.

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<sup>50</sup> The MOD will assist with the closure of bank accounts opened in Germany or Cyprus for individuals who die whilst based in these countries, or who die whilst deployed overseas from these countries



## Section 5 - Exemptions from Inheritance Tax

**02.01.0710.** Under section 154 of the Inheritance Tax Act of 1984, the JCCC has a delegated authority from the Secretary of State from Defence to grant exemptions from Inheritance Tax (IHT) on the estate of servicemen and women who die on, or at a latter date, from wounds, injuries or illness sustained on active service against the enemy, other service of a war like nature, or other military service which in the view of the Treasury involves the same risks. As a result, the JCCC automatically reviews the circumstances of death for all serving members of the armed forces and where appropriate will grant an IHT exemption in the form of a certificate issued to the PR some 8-10 weeks after the death occurs.

**02.01.0711.** Deaths occurring outside an operational theatre, including those in training, or from natural causes, road traffic crashes or any other cause in the UK, Germany, Cyprus and the Falkland Islands do not qualify for an exemption from IHT.

**02.01.0712.** Where an exemption from IHT is granted under s154 of the IHTA on a service person's estate, under current legislation this also allows their personal tax threshold to be applied in the calculation of any tax liability on the spouses estate when they subsequently die (i.e.: doubling of IHT threshold on the spouses estate).

## Section 6 - Exemption from IHT in Respect of Previous Military Service

**02.01.0713.** Where an individual dies in retirement, or whilst still serving in the armed forces, but many months or years after undertaking active service, and the PR (or NOK) believes their death was due to, or hastened by, injuries sustained in such conflicts, or other active military service of a war like nature they may apply to the JCCC for an exemption from IHT on the estate. Such claims will be considered and if official records show the active service element of the legislation can be met, the case will be referred to the service medical authorities for specialist advice prior to the JCCC ruling on the validity of the claim.

**02.01.0714.** The award of a war pension does not confer an automatic right to IHT exemption. The qualifying criteria are different. War pensions can be awarded for injuries sustained in various types of military service and the condition may not be linked to the individual's eventual death, whereas IHT exemptions only relate to conditions sustained or aggravated on active service.

**02.01.0715.** Detailed consideration of claims relating to previous military service cannot be undertaken prior to the death of a veteran and may take several months to complete. However, it is an PR's responsibility to pay the IHT liable on an estate to Her Majesty's Revenue and Customs within set time frames and as such they should not delay payment pending the results of an application made to the MOD under section 154 of the

2-1-7-3

OFFICIAL

OFFICIAL

Inheritance Tax Act. The MOD will not be liable for any additional charges or financial penalties incurred for late payment of an IHT demand.

**02.01.0716.** Further advice on tax exemptions under section 154 of the Inheritance Tax Act can be obtained from the JCCC (SO3 Deceased Estates Tel: 01452 712612 Ext 7495 or 8174) or by writing to:

SO3 Deceased Estates  
JCCC  
DBS  
Room G35  
Innsworth House  
Imjin Barracks  
Gloucester  
GL3 1HW

2-1-7-4

OFFICIAL

CHAPTER 8 - GRAVES MAINTENANCE AND  
HISTORIC CASUALTY CASEWORK

Section 1 - **Outline**

**02.01.0801.** This Chapter sets out the policy for the maintenance of Service graves in the UK and overseas. It covers the responsibilities of the Joint Casualty & Compassionate Centre (JCCC) as well as those of the MOD Commemorations & Veterans Policy staffs (DCDS (Pers) PCV) and describes the role and responsibilities of the Commonwealth War Graves Commission (CWGC) and how they interact with the MOD. A brief explanation is also provided of the Department's responsibilities for dealing with remains of missing Service personnel discovered world-wide, including those from the two world wars and the licensing of aviation archaeology under the Protection of Military Remains Act 1986.

Section 2 - **World War Graves and Non-World War Graves**

**02.01.0802.** Members of the Armed Forces who lost their lives fighting in, or as a result of, either of the two World Wars, between 4 August 1914 to 31 August 1921, and 3 September 1939 to 31 December 1947 are buried in official world war graves<sup>51</sup>. The graves of Service personnel who lost their lives outside the above dates are categorised as non-world war graves<sup>52</sup>. The definition of a non-world war grave also encompasses the graves of those Service dependants who died overseas, while accompanying Service personnel, and are buried in military cemeteries.

**02.01.0803.** Many Service casualties are buried in official Military cemeteries in both the United Kingdom and overseas. The remainder are usually buried in individual graves or specific plots within civilian cemeteries and churchyards.

Section 3 - **Policy for Maintenance of Service Graves**

**02.01.0804.** The MOD's commitment to the maintenance of Service graves is largely determined by the age of the grave. As a result of this the Department's policy can be broken down into four distinct periods:

- a. **Pre-World War 1.** Before the First World War, the burying of the deceased was traditionally a function of the Ship or Regiment to which they belonged and

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<sup>51</sup> Often shortened to war graves

<sup>52</sup> Shortened to non war graves

## OFFICIAL

was often a relatively hurried and casual affair. No formal assistance was offered by the then Admiralty or War Office, and today only a limited number of such graves are maintained at MOD's expense. These may be in a military cemetery funded by the MOD where all graves are maintained automatically and failure to do so would detract from the overall appearance of the cemetery. Alternatively, they may be of particular historic significance or interest as determined by the MOD (for example Boer War graves in South Africa), when failure to contribute maintenance funding could result in grave sites being lost and criticism of the MOD for lack of care. Any future cases are to be judged on their individual merits.

- b. **World War 1 and 2.** The CWGC was set up and is funded to provide permanent burials for those who lost their lives in both World Wars and to ensure the maintenance of all war graves in perpetuity. All enquiries on such graves should be sent to:
- c. Commonwealth War Graves Commission  
2 Marlow Road  
Maidenhead  
Berkshire  
SL6 7DX  
Tel: +44 (0) 1628 634221  
Fax: +44 (0) 1628 771208
- d. **The Inter-War Years.** Between 1 Sep 1921 and 2 Sep 1939, dependent on the Service, some casualties were provided with an official headstone and, in some instances, they received a Service (as distinct from a private) funeral. These graves are maintained at public expense.
- e. **Post War.** Since 1 Jan 1948, it has been the MOD's policy that the next of kin (NOK) of Service personnel, who have died in the Armed Forces, are offered the opportunity of a Service funeral and official headstone, to be maintained in perpetuity at public expense. From 1967 the NOK of those who died whilst serving overseas were given the option of having the remains interred locally or repatriated to the UK for burial. Before that Servicemen were buried locally or repatriated at private expense for a private funeral.

### Section 4 - **Non-World War Graves**

**02.01.0805.** The JCCC maintains a database of all known non-world war grave locations, for deaths in military service since 1 Jan 1948, including the casualty's name, rank, unit, Service, Service number and grave details.

2-1-8-2

OFFICIAL

## OFFICIAL

**02.01.0806.** The MOD will maintain in perpetuity the graves of all personnel who had a Service funeral and headstone, and the grave has been registered to the Ministry of Defence.. Where the NOK elected to have a private funeral, or choose a non-MOD pattern headstone, the graves are maintained privately. However, occasionally, single Service Casualty Branches have assumed responsibility for the continuing care of certain privately maintained non-world war graves, when complaints have been received from the public or Church Authority that the graves were not being maintained to an appropriate standard. This has been particularly so for some pre-First World War graves. Consequently the MOD has accepted that there are now too many precedents simply to refuse maintenance on principle.

**02.01.0807.** There are a large number of Service personnel whose last resting place is a ship or aircraft on the seabed or a crash site on land. These sites are accorded protected status to ensure that the wreckage of the vessel or aircraft in which their remains lie will, as with officially designated war-graves remain undisturbed. This protection, which applies in the UK and UK waters only, arises from the provisions of the Protection of Military Remains Act 1986. There is no grave maintenance liability for such graves, although wrecks on the seabed may be buoyed or marked in some way for other reasons.

### Section 5 - Non-World War Graves in the United Kingdom

**02.01.0808.** Military graves are by tradition defined by the simplicity and uniform appearance, irrespective of the individuals rank or circumstances of death. As such, the MOD will not agree to the placement of edging around Service maintained graves, or the placement of figurines, statues or other personal items on a grave. Likewise, both military and civilian cemeteries are often subject to local restrictions, with CWGC plots having particularly stringent rules regarding what can and cannot be placed on a grave. The VO should liaise with the appropriate cemetery authority and NOK to ensure relatives of the deceased are aware of any regulations to help them make an informed decision on the location of any interment.

**02.01.0809.** Where possible, ongoing maintenance of graves and cemeteries within the United Kingdom is to be undertaken under the terms of the relevant Regional Prime or PFI Contract, or extant arrangements with individual Service units, as tasked by the JCCC and funded by the single Services. Where, for whatever reason, the continuing maintenance of individual non-world war graves can no longer be undertaken by the MOD, responsibility should, wherever possible, be passed to the CWGC and funded centrally. Guidance on the maintenance of Graves is provided at Annex A

**02.01.0810.** All future cases suggesting that the Department should take over the maintenance of private graves suffering from neglect are to be brought to the attention of the JCCC, who in consultation with DCDS Pers PCV Recognition & Commemorations, will judge the requests on their individual merits, liaising wherever appropriate with any surviving relatives of the deceased. In cases where it is decided that graves should be

2-1-8-3

OFFICIAL

## OFFICIAL

maintained at public expense, the JCCC will liaise with the relevant budget holder who will fund the maintenance work. If there is no appropriate budget holder DCDS Pers PCV Recognition & Commemoration are to contact the CWGC to confirm if there are any reciprocal maintenance agreements to which the graves could be added.

### Section 6 - Non-World War Graves Overseas

**02.01.0811.** Wherever possible, the regular maintenance of non-world war graves and cemeteries overseas is to be undertaken by local Service units and stations and who are funded for this task through their works budget. If the maintenance can no longer be undertaken by a local Service unit and the graves are located near a cemetery or other burial site maintained by the CWGC, the Commission are to be asked by JCCC to assume responsibility for the future maintenance on a repayment basis.

**02.01.0812.** In a small number of cases, the maintenance of non-world war graves is undertaken on MOD's behalf by the local civil authorities or religious organisations. This occurs, for example, in Union of Myanmar (Burma) where a number of non-world war graves are maintained by the local Catholic priests. Advice on such local arrangements is co-ordinated by DCDS Pers PCV Recognition & Commemoration.

**02.01.0813.** When neither the CWGC nor local authorities are able to undertake the task, the management and financial responsibility for the maintenance of non-world war graves rests with JCCC in consultation with DCDS Pers PCV Recognition & Commemorations . They should identify and allocate sufficient funds and resources for the maintenance of non-world war graves to be undertaken to a suitable standard. This is not a world-wide commitment, but is limited to the countries where the MOD maintained a garrison, which has since been withdrawn. The JCCC in consultation with the British Defence Attaché/Representative in Country will arrange for a contract to be placed with a local specialist company to undertake maintenance on behalf of the MOD. Whilst such contracts are usually managed on a day to day basis by the local British Embassy or High Commission, the actual cost of such maintenance continues to be met by the MOD. Specific grave location enquiries are to be referred to the JCCC.

### Section 7 - Newly Identified Non-World War Graves World-Wide

**02.01.0814.** Whilst every effort is made to maintain complete and accurate records of all known non-world war graves world-wide, previously unrecorded graves may occasionally be identified. When such graves are discovered the case should be referred to the JCCC for judgement against the maintenance eligibility criteria for that area. If it is determined that the grave is eligible for continuing maintenance at public expense, the JCCC is to arrange for the grave to be added to an existing maintenance agreement, subject to the availability of funding and resources. A matrix showing the graves for which the MOD has a maintenance commitment is at Annex B.

2-1-8-4

OFFICIAL

## Section 8 - **The Role and Responsibilities of the CWGC**

**02.01.0815.** Under the terms of its Royal Charter of Incorporation dated 21 May 1917 and Supplemental Charter dated 8 June 1964, the duties of the CWGC are to acquire and maintain land for the creation of cemeteries in countries where members of the Armed Forces lost their lives in the two World Wars; to mark and maintain their graves; to build and maintain memorials to those who have no known grave; and to maintain records and registers of the Commonwealth war dead.

**02.01.0816.** Whilst war graves are typically associated with official war cemeteries owned and maintained by the CWGC, war graves can also be located in Military cemeteries, as well as Military plots and individual graves in churchyards and public cemeteries. All war graves are maintained by the CWGC and are finished to a uniform standard regardless of where they are located.

**02.01.0817.** Under the terms of its Royal Charter, the CWGC are responsible for establishing their own maintenance standards. Where possible, they attempt to maintain all their cemeteries to the standard of a classic English garden with lawns and flower beds, unless they are prevented from achieving this aim due to local climatic conditions. Members of the public often see the CWGC as a benchmark against which the maintenance of all Service graves is judged.

**02.01.0818.** The CWGC maintains a Secretariat support team within their Headquarters in Maidenhead. This team is responsible for answering official action letters from members of the Public, Parliamentary Enquiries from MPs, Petitions to The Queen and other members of The Royal Family, and letters to The Prime Minister, concerning war graves and their maintenance. Consequently, any such queries received by the MOD concerning war graves should be forwarded to the CWGC for reply.

## Section 9 - **Discovery of the Remains of Servicemen**

**02.01.0819.** Whenever the remains of a UK serviceman (or woman) are discovered either on a battlefield, in an emergency burial site, aircraft wreckage or washed ashore, the JCCC and appropriate civil authorities (Police and Coroner) are to be informed without delay.

- a. When the remains of UK Service personnel are discovered overseas, the Defence Section of the British Embassy / High Commission in the country concerned are to be informed of the find to ensure liaison with the appropriate host Government / local authorities. The Defence / Military Representative will be responsible for informing the JCCC / CWGC of the find and arranging a suitable location to store the remains until the necessary funeral arrangements

## OFFICIAL

can be made. Where available, local CWGC staff can be approached to offer assistance.

- b. The JCCC will be responsible for co-ordinating subsequent attempts to identify the remains before arranging re-interment at an appropriate location. This includes British casualties arising from World Wars I and II as well as other conflicts such as Korea, Malaya, Aden etc.

**02.01.0820.** Identities can only be given to a “historic” casualty where this can be determined using clear and convincing evidence. Unfortunately, given the length of time that will have elapsed since the death occurred, in many cases this will not prove possible and the remains will therefore be re-interred as an unknown soldier, sailor or airman. However, the overriding objective is to use any identity disc, personal possessions or papers found with the remains, medical or dental evidence, information from the burial site or any wreckage in which the body was found and official records to identify the casualty if at all possible. The necessary research will be carried out by the JCCC, in conjunction with single Services, CWGC, and other expert bodies, liaising with the Coroner as necessary. If an identity can be established, the JCCC will then attempt to trace any surviving relatives to notify them of the discovery and ascertain their wishes for disposal of the remains.

**02.01.0821.** The remains of a recovered Serviceman/woman will normally receive a Service funeral, with appropriate military honours in accordance with Service Regulations. Where it is possible to trace members of the immediate family<sup>53</sup> of the deceased, their views will be taken into account when deciding on the level of military participation. The JCCC is responsible for liaising with the relevant Service authorities and, where appropriate, the CWGC and the Defence section at the relevant Embassy/High Commission overseas, over the arrangements. Repatriation is not permitted under any circumstances for Commonwealth War casualties from the two World Wars and associated conflicts (between 4 Aug 1914 and 31 Aug 1918, and 3 Sep 1939 and 31 Dec 1947). If the remains are discovered overseas and result from a post-World War II conflict or event, that took place prior to the policy of repatriation of bodies (1963 for North West Europe and 1967 for the rest of the world); there is no entitlement to repatriation at public expense<sup>54</sup>. The remains will therefore be interred in the nearest CWGC cemetery (if appropriate) or a suitable military/civil cemetery in the country concerned. However, wherever possible, depending on local circumstances, arrangements may be made to

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<sup>53</sup> Immediate family will normally be considered to be: spouse, children, parents and siblings.

<sup>54</sup> Service personnel who died whilst serving overseas during the period 1 Jan 1948 to 31 Dec 1967 can be repatriated at private expense for a private funeral.

2-1-8-6

OFFICIAL



## OFFICIAL

enable up to two members of the immediate family<sup>55</sup> of the deceased to attend the funeral or commemorative service overseas at public expense. Service headstones will also be provided by the CWGC or through the JCCC as appropriate.

### Section 10 - **Claims As To The Identity of Unknown Soldiers**

**02.01.0822.** Where a casualty was buried as an unknown soldier, sailor or airman immediately after their death, following re-interment at the end of a conflict, or after the discovery of remains on a historic battlefield or crash site, the JCCC Post Death Administration Team will consider subsequent claims as to the casualty's identity, but will only authorise the CWGC to replace the headstone with a memorial bearing an individual's name where the claim can be validated using clear and convincing evidence from official records.

**02.01.0823.** Given the passage of time since the end of World War 2, the number of fatalities in the major conflicts who still have no known grave and the efforts made to identify bodies in the immediate aftermath of such conflicts, claims as to the identity of unknown combatants are very difficult to substantiate. The burden of proof therefore lies with the applicant, who is required to undertake their own research of information already in the public domain (eg: National Archives) prior to making a case to JCCC (Post Death Administration Team) or the CWGC. Copies of any relevant documentary evidence obtained from public or other sources, either in the UK or from overseas should be included. (English language translations should be provided of any documents in a foreign language). Neither the MOD nor CWGC will agree to the disturbance/exhumation of a grave to help establish the occupants' identity.

### Section 11 - **Licensing of Aviation Archaeology**

**02.01.0824.** Any individual or group wishing to excavate the site of a crashed military aircraft in the UK must approach the JCCC Commemorations & Licensing staff to obtain a licence for such work<sup>56</sup>. Excavations that take place without a licence are liable to prosecution under the Protection of Military Remains Act 1986 (POMRA 86). Licences will not be issued if it is considered likely human remains or significant ordnance will be found at the site. The JCCC will provide further advice on how to obtain a licence on request.

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<sup>55</sup> Any proposal for exceptional inclusion of other family members or unrelated individuals must be submitted for approval by 1\* Rank/Grade within the JCCC chain of command.

<sup>56</sup> Applications to dive on, or otherwise disturb, wrecked military vessels in UK waters, or UK military vessels in foreign or international waters should be made to: 2SL Pol Sec Parliamentary & Heritage, Room 207, Victory Building, HMNB Portsmouth PO1 3LS

2-1-8-7

OFFICIAL

## OFFICIAL

**02.01.0825.** Notwithstanding the restrictions referred to above, should human remains be discovered during an excavation the licensee is to report the discovery to the JCCC and the appropriate civil authorities (see paragraph 02.01.0819) without delay and all excavation work is to stop pending advice from the MOD/JCCC? No attempt must be made to inform the NOK or the media of the discovery by anyone other than the MOD.

**02.01.0826.** Excavation of aircraft crash sites outside the UK, or UK territorial waters are subject to laws of the country concerned. As recovery action would have been undertaken at the time of the crash, MOD policy is to discourage the disturbance of crash sites of British and Commonwealth aircraft that may still contain the remains of the crew, other than where necessary in respect of: Government approved land reclamation or building work, on health and safety grounds, or where further investigation is appropriate following the accidental disturbance of remains during a legitimate activity such as farming or road construction.

### Section 12 - **War Memorials**

**02.01.0827.** It is a longstanding policy of successive Governments that the cost of erecting memorials and associated projects should not be met from public funds, but funded by private donation or public subscription. The MOD receives many requests each year from individuals, ex Servicemen's groups and charitable organisations seeking financial assistance and as the vast majority have worthy goals, it would be divisive and open the Department to criticism if it were to pick and choose which project to support.

**02.01.0828.** Responsibility for the maintenance of official war memorials within the UK rests with the local authority in whose area the memorial is located. Overseas, the individual regiments or formations that originally sponsored the memorial, such as the 2nd Division who erected the World War II memorial at Kohima in India, usually fund any necessary maintenance. For other memorials dating back to the First World War, where regiments have been disbanded or the Division commemorated no longer exists, the British Government has undertaken to fund their maintenance through the CWGC. Whilst additional memorials may be added to the CWGC maintenance agreement, the approval of the JCCC has to be obtained in advance.

### Section 13 - **Armed Forces Memorial Database**

**02.01.0829.** The JCCC maintains the Armed Forces Memorial Database which contains details of all deaths in Service since 1948. The JCCC can use these records to answer queries on any Service death in that period and to brief the Armed Forces Memorial Trustees, who will decide on which names are to be inscribed on the Armed Forces Memorial at the National Memorial Arboretum in Staffordshire.

**02.01.0830.** Details of the criteria for the inclusion of names on the Armed Forces Memorial are provided on the Armed Forces Memorial pages on the Veterans UK website:

2-1-8-8

OFFICIAL

## OFFICIAL

[www.veterans-ukinfo/afm/index.htm](http://www.veterans-ukinfo/afm/index.htm) Confirmation of whether a name will be included on the Memorial and the relevant single Service roll of honour, may be obtained (usually within a year of the death), by searching for the casualty's name (or Service number) on the Roll of Honour Database on the Website. The site also offers individuals the opportunity to print a certificate showing the information held.

**02.01.0831.** Any queries over omissions of individuals from the database/Memorial should be directed in the first instance to the Armed Forces Memorial Trust using the link on the website or by writing to: The Joint Casualty & Compassionate Centre (Attn SO3 Graves Casework), Innsworth House, Imjin Barracks, Innsworth, Gloucester, GL3 1HW.

### Section 14 - **General Enquiries Referring to Historic Casualty Casework**

**02.01.0832.** Any enquiries from service personnel, their relatives or members of the public over historic casualty occurrences are to be answered in accordance with departmental policy and relevant legislation such as the Data Protection and Freedom of Information Act. Anyone receiving such correspondence, who is unable to answer the issues raised, is to acknowledge receipt and forward it to an appropriate authority. Guidance on relevant contacts is provided at Annex C

### Section 15 - **The Elizabeth Cross**

**02.01.0833.** The Elizabeth Cross has been introduced to acknowledge, on behalf of a grateful nation, the sacrifices made by family members of Service Personnel who have died on, or as a result of injuries sustained on a medal earning operation, as a result of a terrorist act, or in specified non operational tasks that involve high risk (e.g.: bomb disposal, SAR activities). The cross (and a commemorative scroll) will be awarded to the NOK. Where the eligible recipient wishes to have the Memorial Cross presented to them by an appropriate figure or representative, all travel costs to the presentation venue are to be met by the recipient. As an alternative, recipients may choose to receive the Memorial Cross by registered post.

### **Annexes:**

- A. Guidance for Officers Inspecting Military Graves.
- B. Military Graves Maintenance Commitments.
- C. Organisations Involved in Historic Casualty Casework.

2-1-8-9

OFFICIAL

## **GUIDANCE FOR OFFICIALS INSPECTING MILITARY GRAVES**

1. The graves to be inspected are, for the most part, those of personnel who have died since 1 January 1948. These are usually referred to as 'post-war' graves, and will normally have a headstone of Service pattern erected over them although there are some cases where NOK have preferred to erect a private headstone or kerb surround whilst wishing the Service to be responsible for the maintenance of the grave.
2. For those post-war graves over which a Service headstone is to be erected, interim maintenance, which consists of keeping the grave tidy, is arranged until the headstone is erected, usually about six months after interment. After erection of the headstone, the grave is levelled and either turfed or seeded with grass. Subsequent maintenance consists of keeping the grass cut and the grave area free from weeds and cleaning the headstone by scrubbing with a brush and plain water once a year, or more frequently if required. Additional maintenance guidance is contained in the relevant Defence Estate Organisation (Works) Technical Bulletin. Maintenance fees are paid from public funds through unit Property Managers. Because of public interest and the not infrequent complaints concerning grave maintenance standards, it is essential that JCCC Graves staff should be informed, by means of the annual / biannual inspection reports, that maintenance is being properly carried out.
3. Where the Service has accepted responsibility for the maintenance of a grave with a privately erected memorial, such responsibility will be on the general lines indicated in paragraph 2 but excludes maintenance of any kerb surround which may have been added.
4. Graves of personnel who lost their lives as a result of the two World Wars (4 August 1914 to 13 August 1921, and 3 September 1939 to 31 December 1947) are the responsibility of the Commonwealth War Graves Commission (CWGC). The Commission usually ensures that the graves in its care are maintained to a high standard. Should an inspecting officer notice a CWGC maintained grave in a neglected condition, the fact is to be reported to JCCC who, in turn, will notify the CWGC.
5. There are also a number of inter-war graves for which the Department has a maintenance liability. Normally, a single wooden cross marks inter-war graves and the criteria for considering whether such graves should be permanently marked with a Service pattern headstone are:
  - a. Their close proximity to a plot of graves maintained by the CWGC; or

OFFICIAL

b. Their close proximity to other Service post-war graves;

Or

c. That by comparison with other Service and/or CWGC maintained graves in the particular cemetery or churchyard, their appearance is such it could bring the good name of the Armed Forces into disrepute on the grounds of neglect.

6. It is emphasised that, when reporting on the poor state of an inter-war graves, the greatest care must be taken to ensure that the three criteria above are satisfied. No authority can be given for the permanent marking of an inter-war grave which is, for example, the only Service grave in a particular place of burial.

7. Finally, there are a limited number of post-war interments in CWGC plots in cemeteries or churchyards where the CWGC has war graves in its care. For these graves the Commission usually prefers to erect its own post-war pattern headstone and to maintain the grave for the MOD on an agency basis. These graves normally do not need to be inspected in view of the high standard of CWGC maintenance.

2-1-8-A-2

OFFICIAL

OFFICIAL

**ANNEX B to**  
**VOLUME 2, CHAPTER 8 of**  
**JSP 751**

**MILITARY GRAVES MAINTENANCE COMMITMENTS**

Period	Burial ground	UK		OVERSEAS	
		Service Person	Dependant	Service Person	Dependant
Post 1 Jan 1948	Military Cemetery	Yes	Yes	Yes	Yes
	Military Plot	Yes	Yes	Yes	Yes
	Civil or Private Cemetery	Yes*	No	Yes*	No
	Churchyard	Yes*	No	Yes*	No
3 Sep 1939 to 31 Dec 1947	Military Cemetery	CWGC	Yes	CWGC	Yes
	Military Plot		Yes		Yes
	Civil or Private Cemetery		No		No
	Churchyard		No		No
1 Sep 1921 to 3 Sep 1939	Military Cemetery	Yes	Yes	Yes	Yes
	Military Plot	Yes	Yes	Yes	Yes
	Civil or Private Cemetery	No**	No	No**	No
	Churchyard	No**	No	No**	No
4 Aug 1914 to 1 Sep 1921	Military Cemetery	CWGC	Yes	CWGC	Yes
	Military Plot		Yes		Yes
	Civil or Private Cemetery		No		No
	Churchyard		No		No
Pre 4 Aug 1914	Military Cemetery	Yes	Yes	Yes	Yes
	Military Plot	Yes	Yes	Yes	Yes
	Civil or Private Cemetery	No**	No	No**	No
	Churchyard	No**	No	No**	No

\* Provided individual had a Service rather than private funeral and a Service headstone. Where the NOK receives a funeral grant, or chooses to erect a private headstone over a Service grave there is no maintenance liability.

\*\* Exceptionally JCCC may authorise maintaining a grave for which MOD has no maintenance liability where the good name of the Services could be brought into disrepute. Broken/worn out headstones will not be replaced.

2-1-8-C-1

OFFICIAL

[Issue 15 – 14 Jan 15](#)

### ORGANISATIONS INVOLVED IN HISTORIC CASUALTY CASEWORK

The table below details the responsibilities of various organisations involved with / or from which information can be obtained on historic casualty casework or related topics

Organisation	Responsibilities	Contact Details
<b>National Archives (The Public Record Office)</b>	The National Archives was formed in April 2003 by bringing together the Public Record Office and the Historical Manuscripts Commission. It is responsible for looking after the records of central government and the courts of law, and making sure everyone can look at them. The collection is one of the largest in the world and spans an unbroken period from the 11th century to the present day. The National Archives has a huge collection of records dealing with Britain's military history. They also produce information sheets on various subjects, e.g. "Operational Records of the Royal Air Force" "Navy, Royal Air Force and Merchant Navy Pension Records". These information sheets are free but can only be collected from the PRO itself; they do not send them by post to enquirers.	Ruskin Avenue, Kew, Richmond, Surrey TW9 4DU. Telephone: 020-8876 3444. Fax: 020-8878 8905. Website: <a href="http://www.nationalarchives.gov.uk">www.nationalarchives.gov.uk</a>  <b>Note:</b> The Public Record Office is open to the public but they do not have the resources to carry out research for individuals. On request they will provide lists of researchers who may be able to help (fee charged).
<b>Commonwealth War Graves Commission (CWGC)</b>	To mark and maintain the graves of the members of the forces of the Commonwealth who were killed in the two World Wars, to build memorials to those who have no known grave and to keep records and registers, including, a record of the Civilian War Dead. The Commission provides an enquiry service to the public.  The " <b>Debt of Honour Register</b> " is the Commission's database listing the 1.7 million men and women of the Commonwealth forces who died during the two world wars and the 23,000 cemeteries, memorials and other locations worldwide where they are commemorated.	Commonwealth War Graves Commission 2 Marlow Road Maidenhead Berkshire SL6 7DX United Kingdom Tel: (0)1628 634221 Fax: (0)1628 771208  <a href="http://www.cwgc.org/cwgcinternet/search">www.cwgc.org/cwgcinternet/search</a>  Email the Commission at <a href="mailto:casualty.enq@cwgc.org">casualty.enq@cwgc.org</a> .
<b>DBS – Veterans UK</b>	The DBS-Veterans UK provides a single point of contact within the Ministry of Defence for Veterans and their dependants seeking help, information and advice. They aim to answer your enquiry directly or put you in touch with an appropriate organisation that can help.	DBS-Veterans UK Norcross, Blackpool, FY5 3WP. Free telephone helpline on 0808 1914218 Email <a href="mailto:veterans-uk@mod.uk">veterans-uk@mod.uk</a>

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Organisation	Responsibilities	Contact Details
<b>Joint Casualty and Compassionate Centre (JCCC)</b>	<p>Enquiries on casualty and compassionate casework / incidents in the armed forces (Excluding burial / grave enquiries for WW 1 &amp; 11 (See CWGC) and information on RAF casualties occurrences more than 10 years ago (See AHB(RAF))</p> <p>Licensing of Aircraft Archaeology under Protection of Military Remains Act 1986, Enquiries on Service non- war graves.                      - Reinturnment of WW1 &amp; WW2 casualties.                      - Inputs to the Armed Forces Memorial Database</p> <p><b>[Note: Casualty enquiries / information about casualties is deemed to be personal information under the Data Protection Act 98 and only enquiries in writing, from or on behalf of casualty themselves, or their next of kin, can normally be considered]</b></p>	<p>JCCC (SO3 Post Death Admin)                      Innsworth House, Imjin Barracks,                      Gloucester                      GL3 1HW</p> <p>Tel: 01452 712612 Ext 6303/7330</p> <p>Fax: 01452 510867</p> <p><a href="https://www.gov.uk/joint-casualty-and-compassionate-centre-jccc">https://www.gov.uk/joint-casualty-and-compassionate-centre-jccc</a></p> <p>Email the JCCC at:  <a href="mailto:dbs-jcccgrouppmailbox@mod.uk">dbs-jcccgrouppmailbox@mod.uk</a></p>
<b>2SL Policy Secretariat Parliamentary &amp; Heritage</b>	<p>Responsible for the licensing of dives on wrecked military vessels, under the Protection of Military Remains Act 1986. Areas may be designated as Controlled Sites, where all diving is prohibited without a specific licence, or Protected Places; named wrecks where diving will be permitted but on a strict "look but do not touch" basis</p>	<p>2SL Pol Sec Parl &amp; Heritage                      Room 207                      Victory Building                      HMNB Portsmouth                      PO1 3LS                      Tel: 023 9272 0548                      Email: <a href="mailto:2slcsheritage1@a.dii.MoD.uk">2slcsheritage1@a.dii.MoD.uk</a></p>
<b>Navy Historic Branch</b>	<p>The Naval Historic Branch seeks to maintain and preserve the historical memory of the RN. Provides advice on RN /RM casualty incidents / history of ships companies/ units rather than individuals.</p>	<p>Naval Historical Branch                      Admiralty Library,                      Naval Historical Branch (Naval Staff),                      No 24 Store (pp 20),                      Main Road,                      HM Naval Base Portsmouth,                      PO1 3LU.                      Tel: 023 9272 4327</p>
<b>Army Historical Branch</b>	<p>Army Historical Branch seeks to maintain and preserve the corporate memory of the Army</p>	<p>Army Historical Branch                      Ministry of Defence                      Main Building                      Whitehall                      London SW1A 2HB                      United Kingdom                      Tel: 0044 207 218 5463</p>
<b>Air Historical Branch</b>	<p>The Air Historical Branch (RAF) seeks to maintain and preserve the historical memory of the RAF and to develop and encourage an informed understanding of RAF and air power. The Branch is not a public record depository, but maintains a substantial archive of policy and operational documents, which after 30 years are</p>	<p>Air Historical Branch (RAF)                      Building 824                      RAF Northolt                      West End Road,                      Ruislip                      Middlesex                      HA4 6NG</p>

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Organisation	Responsibilities	Contact Details
	<p>normally transferred to the <a href="#">Public Record Office</a>. The Branch holds an index of RAF casualties from 1939 onwards (for all except the last 10 years), aircraft accident record cards dating from the inter-war years, and a photographic archive.</p> <p><b>[Note:</b> Casualty enquiries / information about casualties is deemed to be personal information under the Data Protection Act 98 and only enquiries in writing, from or on behalf of casualty themselves, or their next of kin, can normally be considered]</p>	Tel: 020 8845 2300

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