



# Defense POW/MIA Accounting Agency **ADMINISTRATIVE INSTRUCTION**

**NUMBER: AI 2310.01**  
February 10, 2017

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SUBJECT: Defense POW/MIA Accounting Agency (DPAA) Disinterment Process

References: See Section 1

1. PURPOSE. This administrative instruction (AI):

a. Establishes individual roles and responsibilities for processing, coordinating, and staffing external requests and internal proposals to disinter individual and group Unknowns within DPAA.

b. Supersedes and cancels DPAA Action Memorandum: "Process for Disinterment of Unknown Remains" dated September 9, 2015 and any other DPAA memorandum or narrative concerning DPAA disinterment policy or procedures. Staff directorate disinterment Letters of Instruction and Standard Operating Procedures (SOP) will be updated to reflect the policies and procedures in this AI.

2. APPLICABILITY. This AI applies to staff directorates, their divisions, branches, offices, and detachments, (referred to collectively in this AI as the "staff directors and key staff"), and all personnel either assigned or attached to DPAA.

3. POLICY.

a. The identification of remains previously designated as Unknown is an integral component of the Past Conflict Personnel Accounting Program and an essential element of the DPAA mission.

b. The DPAA disinterment program, in accordance with DoD Directive 5110.10, is limited to individual Unknowns and Unknown groups. Requests to disinter known groups for individual identification and previously identified individuals will be referred to the Deputy Assistant Secretary of Defense (Military Community and Family Policy (DASD (MC&FP))), for

consideration. DPAA activities will not provide historical research or scientific analysis to support these disinterment actions without the approval of the Director, DPAA.

c. The DPAA will make every effort to synchronize and coordinate disinterment operations with field recovery operations. Simultaneously processing remains recovered from field sites with the Unknowns associated with the recovery site will maximize the effectiveness of identification resources and create efficiencies. Additionally, the simultaneous identification of remains recovered from field excavation with the associated Unknowns will enhance the family identification notification and briefing program and minimize the disposition of remains expenses incurred by the Military Departments.

d. DPAA will process external disinterment requests and internal disinterment proposals for individual and group Unknowns in a timely manner. While disparate cases will present different levels of complexity and effort, the overall DPAA goal for the time from receipt to submission of the DPAA Director's recommendation to the ASD (M&RA), is **150 calendar days**.

e. Requests to disinter specific individual Unknowns submitted by family members of unaccounted for DoD personnel will be given high priority when compared to requests submitted by third parties and internal disinterment proposals.

f. Third-party disinterment requests and internal disinterment proposals are important to the fulfillment of the DPAA mission and work on these should be balanced with family requests inasmuch as complexity of cases (individual interment, suspected commingling, and group interment) permits.

g. Requests to disinter specific individual Unknowns submitted by family members of unaccounted for DoD personnel or a third parties must be considered, evaluated, and forwarded through the DASD (MC&FP) to the ASD (M&RA) for consideration. These requests cannot be denied or permanently deferred by DPAA personnel.

h. DPAA personnel will annotate disinterment actions and efforts in the single DPAA case management system. The single DPAA case management system is the primary means within DPAA to track and manage disinterment requests and actions. It is also the primary source of disinterment tracking and information management for the Military Departments' designated disinterment points of contact, ASD (M&RA), Armed Forces DNA Identification Laboratory (AFDIL), and other DoD activities.

(1) The DPAA data governance council establishes standards and governance of data related to disinterments in the single DPAA case management system data.

(2) The Regional Directorates, Scientific Analysis Directorate, and the Policy and Plans Directorate are responsible for content of data related to disinterments in the single DPAA case management system.

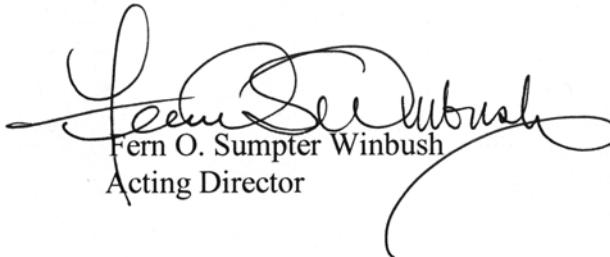
(3) Policy and Plans Directorate monitors the single DPAA case management system and has responsibility for DPAA reporting requirements derived from the single DPAA case management system disinterment data.

4. RESPONSIBILITIES. See Section 2

5. RELEASABILITY. **Cleared for public release**. This AI is available to users with Common Access Card authorization on the Internet from the DPAA Issuances Website at <https://osd.deps.mil/DPAA/library> or by contacting the Deputy Director for Policy and Plans Directorate.

6. SUGGESTED IMPROVEMENTS. Users are invited to send comments and suggested improvements on DD Form 818, "Comment Matrix for DoD Issuances", directly to the DPAA proponent for this AI, the Deputy Director for Policy and Plans Directorate.

7. EFFECTIVE DATE. This AI is effective February 10, 2017.



Fern O. Sumpter Winbush  
Acting Director

TABLE OF CONTENTS

SECTION 1: REFERENCES .....5

SECTION 2: RESPONSIBILITIES .....6

    DIRECTOR, DPAA.....6

    REGIONAL DIRECTORS.....6

    DIRECTOR, SCIENTIFIC ANALYSIS .....7

    DIRECTOR, POLICY AND PLANS.....7

    DIRECTOR, OUTREACH AND COMMUNICATIONS .....8

    REGIONAL DISINTERMENT MANAGERS .....8

    SCIENTIFIC ANALYSIS DISINTERMENT MANAGER .....9

    POLICY AND PLANS DISINTERMENT MANAGER.....10

    STAFF ACTION CONTROL OFFICER .....10

    DPAA DISINTERMENT TEAM.....11

SECTION 3: EXTERNAL DISINTERMENT PROCEDURES .....12

SECTION 4: INTERNAL DISINTERMENT PROCEDURES .....18

SECTION 5: ACTIONS UPON RECEIPT OF ASD (M&RA) DECISION .....19

SECTION 6: GRAPHIC DEPICTION, DISINTERMENT PROCESS .....21

SECTION 7: DISINTERMENT CRITERIA GUIDE .....22

SECTION 1

REFERENCES

“Agency Information Modernization Strategy (AIMS) Public Portal Release 1, 2, 3” dated February 10, 2016.

Deputy Secretary of Defense Decision Memorandum: “Disinterment of Unknowns from the National Memorial Cemetery of the Pacific” dated April 14, 2015.

Directive-type Memorandum (DTM)-16-003 – “Policy Guidance for the Disinterment of Unidentified Remains” May 5, 2016.

DPAA Action Memorandum: “Process for Disinterment of Unknown Remains” dated September 9, 2015 (hereby cancelled).

DPAA Policy Memorandum: “External Disinterment Requests” dated February 26, 2016 (hereby cancelled).

DPAA Policy Memorandum: “Case Categorization for Unaccounted-For Personnel from our Nations Past Conflicts” dated April 17, 2015.

SECTION 2

RESPONSIBILITIES

1. DIRECTOR, DPAA. The Director, DPAA, or the Principal Deputy Director, determines and submits the DPAA disinterment recommendation through the DASD (MC&FP) to the ASD (M&RA) for consideration. In the absence of the Director, DPAA and the Principal Deputy Director, disinterment request recommendations will be held by the Staff Action Control Officer until their return.
  
2. DEPUTY DIRECTOR, DPAA. The Deputy Director, DPAA provides:
  - a. General oversight of the disinterment program.
  
  - b. Determines which disinterment recommendation is submitted to the Director, DPAA, as the Agency's recommendation to the ASD (M&RA), when the Director, Scientific Analysis and the Regional Director recommendations do not agree.
  
  - c. Approves or disapproves requests for exceptions to DPAA disinterment standards and procedures as described in this instruction.
  
3. REGIONAL DIRECTORS. The Regional Directors:
  - a. Appoint Regional Disinterment Managers (RDMs).
  
  - b. Ensure the RDMs and other assigned personnel process disinterment requests in accordance with this AI.
  
  - c. Coordinate with the Director, Scientific Analysis to ensure all aspects of disinterment requests and proposals are impartially evaluated, and to reconcile differences of professional opinions.
  
  - d. Direct research to propose individual Unknowns and disinterment projects as candidates for disinterment based upon operational plans and in concert with overall Agency lines of effort.
  
  - e. Assign disinterment projects based upon:
    - (1) Multiple individual Unknowns being associated with a casualty incident, specific location, or within a geographic area.
  
    - (2) An Unknown group burial associated with a casualty incident.

- f. Ensure historical analysis is completed within **45 days** of receipt of an external disinterment request.
- g. Ensure the completion date for an internal individual disinterment proposal is **45 days**. However, as internal individual disinterment proposals and projects may be of greater complexity or scope, the Regional Director may extend the completion date. Prior to granting an extension, the Regional Director will consider the impact lengthy timeframes have on the overall DPAA accounting goal.
- h. Ensure, when done by DoD personnel or contractors under the auspices of the Regional Directorate, that the exhumation and transportation of disinterred individual Unknowns and group Unknowns are conducted in a timely manner and in accordance with Federal, State, and international laws, and DoD policies and procedures.
- i. Submit recommendations concerning external disinterment requests and internal proposals to the Director, DPAA, for consideration.
- j. Notify the Director, Outreach and Communication, when a strategic communication plan is necessary for a disinterment project that may generate significant public interest.

4. DIRECTOR, SCIENTIFIC ANALYSIS. The Director, Scientific Analysis, through the Laboratory Directors at Joint Base Pearl Harbor–Hickam and Offutt Air Force Base:

- a. Appoints Scientific Analysis Disinterment Managers (SADM) for the DPAA Laboratories.
- b. Ensures the SADM and other assigned personnel process external disinterment requests and internal disinterment proposals in accordance with this AI.
- c. Coordinates with the Regional Directors to ensure all aspects of disinterment requests and proposals are impartially evaluated, and to reconcile differences of professional opinions.
- d. Ensures scientific analysis is completed within **45 days** of receipt of an external disinterment request or internal individual disinterment proposal or project.
- e. Submits recommendations concerning external disinterment requests and internal disinterment projects to the Director, DPAA, for consideration.

5. DIRECTOR, POLICY AND PLANS. The Director, Policy and Plans:

- a. Provides operational oversight for the processing, coordinating, and staffing of external disinterment requests and internal disinterment proposals throughout DPAA.
- b. Appoints the Policy and Plans Disinterment Manager (PPDM).

- c. Ensures the PPDM and other assigned personnel process disinterment requests and proposals in accordance with DTM-16-003 and this AI.
- d. Serves as the primary liaison between DPAA and other DoD entities (e.g., DASD (MC&FP), AFDIL, and the Military Departments' designated disinterment points of contact) throughout the disinterment staffing process.
- e. Serves as the primary liaison between DPAA and non-DoD entities (e.g., American Battlefield Monuments Commission (ABMC) and the Department of Veterans Affairs (VA)).
- f. Ensures PPDM routes and tracks external disinterment requests and internal disinterment proposals in accordance with the procedures and timelines established in this AI.
- g. Provides oversight of RDM and PPDM coordination with ABMC and VA.
- h. Recommends updates to the disinterment policies and process to the Director, DPAA.
- i. Establishes and maintains standard formats and templates for letters, memorandums, and other correspondence, as required, and publishes them on the Website.

6. DIRECTOR, OUTREACH AND COMMUNICATIONS. The Director, Outreach and Communications:

- a. Prepares, coordinates, and sends responses to inquiries concerning past conflict personnel accounting disinterment requests received from Congress, news media, veterans' service organizations, family service organizations, and other interested parties.
- b. Prepares and coordinates strategic communication plans for disinterment projects that may generate significant public interest.

7. RDMs. The RDMs:

- a. Serve as the historical analysis entry point for external disinterment requests and internal disinterment proposals, as well as facilitating coordination for all disinterments within the Regional Directorate.
- b. Propose individual Unknowns as candidates for disinterment based upon historical research and field investigations. All individual Unknowns associated with a common grave or battlefield burial will be done simultaneously as a disinterment project.
- c. Recommend to the multi-disciplinary teams, the researchers to analyze external disinterment requests; maintain consistency of products and standards for analytic processes and procedures; and evaluate internal proposals for disinterment.



- d. Coordinate with the SADM to ensure that researchers have a specific laboratory contact for collaboration.
- e. Represent the Regional Director in DPAA action officer-level meetings concerning disinterment policy and procedures.
- f. Manage disinterment priorities and efforts within their respective regional directorate.
- g. Monitor historical analysis of:
  - (1) External disinterment requests for completion within **45 days** of receipt, and
  - (2) Internal individual proposals for completion within **45 days** of assignment, unless extended by the Regional Director.
- h. Enter Regional Directorate-derived disinterment data into the single DPAA case management system is accurate and timely (usually within 24 hours of update).
- i. Ensure Military Departments' designated disinterment points of contact and the DPAA Outreach and Communications Directorate are kept apprised of DPAA disinterment actions and milestones for external disinterment requests. Letters to the Service Casualty Offices (SCOs) from the Director, DPAA, concerning the recommendation for a disinterment request, will be provided with each disinterment request package. Templates for such letters will be maintained by the PPDM.
- j. Coordinate approved disinterments with the applicable cemeteries. Provide updates regarding disinterment operations to the PPDM and applicable Military Department's designated disinterment point of contact.

8. SADM. The SADM:

- a. Tasks the laboratory scientific staff to analyze disinterment requests and proposals; maintains consistency of products and standards among analytic processes and procedures within the laboratory; and evaluates disinterment requests and proposals for disinterment in coordination with the RDMs.
- b. Represents the Director, Scientific Analysis in DPAA action officer-level meetings concerning disinterment policy and procedures.
- c. Manages disinterment priorities and efforts within the Laboratory.
- d. Ensures that the feasibility of yielding an identification is assessed in accordance with DTM-16-003 and Section 5 for each individual disinterment request, proposal, or project.

e. Monitors forensic science analysis of external disinterment requests for completion within **45 days** of receipt.

f. Enters Scientific Analysis derived disinterment data into the single DPAA case management system is accurate and timely (usually within 24 hours of update).

g. Ensures RDMs, PPDM, Military Departments' designated disinterment points of contact, and the DPAA Outreach and Communications Directorate are kept apprised of scientific disinterment actions and milestones for family and external disinterment requests.

9. PPDM. The PPDM:

a. Monitors the status of external disinterment requests and internal disinterment proposals throughout the entire process. Provides operational oversight of the DPAA disinterment process on behalf of the Director, Policy and Plans. Prepares periodic updates for DPAA leadership and reports required by DTM -16-003.

b. Monitors data entry into the single DPAA case management system for accuracy and timeliness.

c. Ensures that disinterment recommendations submitted by the Regional Directors and the Scientific Director are complete and properly assembled before submission to the Director, DPAA, for consideration. Recommendations will include:

(1) Coordination with the organizational headquarters that operates the cemetery (i.e., ABMC or VA).

(2) Coordination with the Military Department's designated disinterment point of contact.

d. Ensures, for external disinterment requests, that the Military Department's designated disinterment point of contact and the DPAA Outreach and Communications Directorate are kept apprised of DPAA disinterment actions and milestones.

e. Maintains templates of letters from Director, DPAA, to the SCOs, which discuss the recommendation that the Director will forward to ASD(M&RA) for a particular disinterment request. Ensures such letters are included in disinterment request staffing packages.

f. Prepares and coordinates to ensure a disinterment policy and procedures briefing is presented at Family Member Updates.

10. STAFF ACTION CONTROL OFFICER (SACO). The SACO supports the PPDM in the coordination of disinterment packets through the DPAA front office. The PPDM will submit

disinterment packets to the SACO once the packet is administratively complete and has all enclosures.

- a. The SACO tracks the disinterment packet as it is:
  - (1) Coordinated with the Regional Director, Scientific Director, and the Director, Policy and Plans, or their designees.
  - (2) Reviewed by General Counsel, the Chief of Staff, and the Deputy Director, or their designees.
  - (3) Provided to the Director, DPAA, or designee, for signature.
- b. The SACO, once the disinterment packet is signed, returns the packet to the PPDM for submission through the DASD (MC&FP) to the ASD(M&RA) for consideration.

11. DPAA Disinterment Team. The Disinterment Team consisting of the PPDM, RDMs, SADM, and other subject matter experts nominated by their directorates and appointed by the Director, DPAA, will:

- a. Ensure consistent application of disinterment policies, standards, and quality within DPAA.
- b. Synchronize and balance disinterment efforts among the DPAA activities.
- c. Monitor disinterment request and proposal status.
- d. Recommend updates to the disinterment policies and process to the Director, Policy & Plans Directorate.
- e. Propose changes to data tracked and maintained in the single DPAA case management system.
- f. Recommend updates to the correspondence templates.
- g. Hold periodic coordination meetings with Military Departments' designated disinterment points of contact.

SECTION 3EXTERNAL DISINTERMENT PROCESS

The external disinterment process consists of four phases: Receipt of external disinterment request, Historical Analytic Process, Scientific Review Process, and the Disinterment Recommendation Packet. A flow diagram of the external disinterment process is provided at Section 6.

*Phase I: Receipt of External Disinterment Request*

1. External requests for disinterment from family members or third parties should come to DPAA through the Military Department's designated disinterment point of contact. A disinterment request must include the name of the unaccounted for person, conflict, the specific Unknown that the person believes to be the unaccounted for person, the basis for this belief, and any supporting documentation. This information will facilitate and expedite the disinterment process.
2. Upon receipt of a family member's or third party's disinterment request from the Military Department's designated disinterment point of contact, the PPDM will forward the request to the appropriate RDM and provide an information copy to the SADM.
3. A DPAA employee who receives a disinterment request directly from a family member or third party will forward the original request to the PPMD. The PPMD:
  - a. Initiates control and management of the disinterment request by entering it in to the single DPAA case management system.
  - b. Provides the disinterment request to the RDM and SADM.
  - c. Notifies the Military Department's designated disinterment point of contact that the disinterment process has begun. The Military Department's designated disinterment point of contact is responsible for notifying the requestor that the disinterment process has begun.
4. The **150 day** processing goal begins when the PDMM receives the external disinterment request from the Military Department's designated disinterment point of contact, family member or third party, or other DPAA employee.

*Phase II: Historical Analytic Process*

The Regional Director's disinterment recommendation is developed based upon the available historical information. Historical information is extracted from official U. S. Government

records, such as the Individual Deceased Personnel File, Missing Air Crew Reports, Unit Journals, American Graves Registration Service field search records, foreign government records and reports, eye witness statements, and other similar records and reports.

1. Upon receiving an external disinterment request, the RDM will:

a. Conduct a feasibility assessment.

(1) If more information is needed, the RDM will submit a request for the additional documents from the records holding area, and if necessary, will contact the Military Department's designated disinterment point of contact to request additional information from the family member or the third party requestor.

(2) If the RDM determines that the request is not valid, the RDM prepares a recommendation not to disinter the Unknown for staffing through DPAA leadership and the DASD (MC&FP) to the ASD (M&RA). Requests may be determined invalid when the historical records indicate that the:

(a) Geographic location that the Unknown was recovered from and the geographic location where the suggested individual was reported missing from have no relationship (e.g., Normandy, France and Anzio, Italy).

(b) The date the Unknown was initially recovered significantly precedes the date the suggested individual was reported missing (e.g., February 1944 and March 1945).

b. Assigns the case, through the multi-disciplinary team, to a researcher for historical analysis.

2. The researcher will complete their historical analysis and draft recommendation within **30 calendar days**.

3. When the researcher determines:

a. Too much information is missing, or the historical complexity of the case is too challenging, the researcher will notify the RDM.

(1) The RDM will notify the PPDM and request an extension.

(2) The PPDM will then notify the Military Department's designated disinterment point of contact to inform the external requestor that more time is needed to evaluate their request.

b. When there is insufficient historical information to ascertain a probability that the Unknown could be the person suggested by the requestor, the RDM will recommend to the

Regional Director not to disinter the Unknown. The disinterment request will still go to the SADM for scientific analysis.

4. The researcher upon completion of the historical analysis will provide the analysis to the RDM for assignment to another researcher for peer review in accordance with the Regional Directorate's SOP. At a minimum, the historical analysis will include:

a. Locating the specific Unknown within the overall historical context of losses in the relevant geographic area and excluding as many individuals from further association with the Unknown as possible using: unit and individual records, databases created or maintained by the accounting community, and collaboration with colleagues or other subject matter experts.

b. A list of possible unaccounted for personnel that the Unknown might be.

c. Sufficient information and analysis about a loss incident so as to stand on its own merit.

d. A recommendation to disinter or not disinter that is based entirely on the historical evidence.

5. The researcher conducting the peer review will complete their historical analysis and reviews within **15 calendar days** and provide it to the RDM.

6. The RDM will ensure the historical analytic recommendation is properly prepared and formatted prior to submitting the recommendation to the Regional Director for review.

7. The Regional Director will review the historical analytic recommendation and, once accepted, the RDM will forward it to the SADM. In all instances, the historical analysis must be submitted by the RDM to the Scientific Analysis Directorate.

### *Phase III: Scientific Review Process*

1. The SADM, upon receipt of the information copy of the external disinterment request from the PPDM, assigns the external disinterment request to the appropriate scientific staff. The scientific staff immediately notifies the researcher of their assignment to facilitate analytical collaboration. The scientific staff are assigned according to the required disciplines and other considerations consistent with the Laboratory Standard Operating Procedures (Lab SOP). The scientific staff will evaluate the records to ascertain what types of forensic testing may be possible. Further scientific analysis is dependent upon the historical analysis when a list of candidates for identification has been provided.

2. The scientific staff will:

a. Evaluate the inventory and condition of remains according to the records. Provide an opinion as to what forensic tests can potentially be performed should the remains be disinterred.

b. Analyze the original information provided by the original laboratory prior to the original interment and provide a tentative interpretation of the biological profile of the remains. Analyze the dental record of the unknown, as applicable. Review the available biological profile, dental, and incident data for the persons presented in the historical analysis and exclude persons based on incongruence between the purported postmortem and ante mortem data.

c. Reduce the list of candidates provided by the historical analysis using the biological profile and dental patterns, as appropriate, to produce a refined list of candidates. The refined list of candidates is assessed for the quality of antemortem records and compared to the types of testing anticipated should the remains be disinterred.

d. Complete their analysis, peer reviews, and draft recommendation within **30 calendar days**.

3. When the scientific staff determines:

a. Too much information is missing, or the scientific complexity of the case is too challenging, the team will notify the SADM.

(1) The SADM will notify the PPDM and request an extension.

(2) The PPDM will notify the Military Department's designated disinterment point of contact to inform the external requestor that more time is needed to evaluate their request.

(3) When there is insufficient scientific information to ascertain a probability that the Unknown could be the person suggested by the requestor, the team will recommend to the Director, Scientific Analysis that the case not be disinterred. The disinterment request will still go to Director, DPAA, for consideration.

b. When additional records, information, or analytical time are needed, the scientific staff will notify the SADM.

(1) The SADM will inform the PPDM and request an extension.

(2) The PPDM will then notify the RDM and the Military Department's designated disinterment point of contact. The Military Department's designated disinterment point of contact is responsible for informing the external requestor that more time is needed to evaluate their request.

c. The scientific staff, upon completion of their analysis, will provide the analysis to the SADM for assignment to another team for peer review in accordance with the Science Directorate's Lab SOP. At a minimum, the scientific analysis will include:

(1) Reconciliation of possible unaccounted for personnel on the list provided by the Regional Directorate.

(2) An assessment of the scientific methodology or techniques that may be used and the availability of the necessary records (e.g., medical history, dental charts, chest radiographs, and photographs).

(3) An assessment of whether or not DNA analysis is relevant, and if so, the availability of reference samples.

4. The scientific staff conducting the peer review will complete their scientific analysis and peer reviews within **15 calendar days**.

5. The SADM will acquire required scientific documents, such as AFDIL's letter concerning the availability of Family Reference Samples (FRS), for inclusion in the recommendation packet prior to submitting the recommendation to the Director, Scientific Analysis for review.

6. The SADM will ensure the scientific analytic recommendation is properly prepared and formatted prior to submitting the recommendation to the Director, Scientific Analysis for review.

7. The Director, Scientific Analysis will review the scientific analytic recommendation, and once accepted, the SADM will forward it to the PPDM. In all instances, the scientific analysis must be submitted to the Director, DPAA.

*Phase IV: Disinterment Recommendation Packet.*

1. The Director, DPAA's disinterment recommendation packet will be assembled by the PPDM.

2. The staffing packet will include:

a. The original external request received from the family member or third party.

b. Recommendations made by the Regional Director and the Director, Scientific Analysis. When the recommendations submitted by the Regional Director and the Director, Scientific Analysis do not agree:

(1) The Director, Scientific Analysis and the Regional Director will meet to adjudicate the difference of opinion.



(2) When the disagreement cannot be resolved, the PPDM will note the disagreement and the basis in the staff action coordination packet and forward the packet to the Deputy Director, DPAA, for adjudication and recommendation. The original recommendations made by the Director, Scientific Analysis and the Regional Director will be retained in the packet.

(3) The Deputy Director, DPAA, will review the recommendations and recommend to the Director, DPAA, the Agency's recommendation to be submitted through the DASD (MC&FP) to the ASD (M&RA).

c. The disinterment recommendation memo to the ASD (M&RA) to be signed by the Director, DPAA, or designee, using the standard formats and templates for letters, memorandums, and other correspondence as required and published on the Website.

d. Disinterment recommendation advisory memo to the Military Department's designated disinterment point of contact to be signed by the Director, DPAA, using the standard formats and templates for letters, memorandums, and other correspondence as required and published on the Website.

3. The PPDM will coordinate the packet with the Military Department's designated disinterment point of contact prior to submitting the disinterment packet to the Director DPAA, or designee, for signature. When the proposed list of candidates includes personnel from two or more Military Departments, the disinterment packet will be coordinated with each of the Military Departments concerned.

4. The PPDM, with the assistance of the SACO, coordinates the completed disinterment packet through the DPAA staff to obtain the Director, DPAA's, or designee's, signature. At a minimum, internal coordination will include the Scientific Analysis Directorate, Regional Directorate, Outreach and Communications Directorate, Policy and Plans Directorate, the Office of General Counsel, and Deputy Director.

5. Total time for coordination of an external disinterment recommendation after historical and scientific analysis has been completed, to include time required by external stakeholders such as a Military Department's designated disinterment point of contact, is not to exceed **45 calendar days**.

SECTION 4

INTERNAL PROPOSAL PROCESS

1. Internal disinterment proposals and projects are generated within the DPAA regional directorates when:
  - a. A researcher identifies that one or more Unknowns were recovered from the casualty incident site currently under investigation or excavation.
  - b. A researcher is assigned a disinterment project based upon multiple Unknowns being associated to a specific casualty incident, casualty site, or geographic area.
  - c. A DPAA employee, not assigned to a regional directorate or the scientific directorate, does independent research and presents it to the Regional Directorate for consideration.
  
2. The RDM enters the historical analysis concerning the disinterment potential of an Unknown into the single DPAA case management system when the researcher:
  - a. Recommends the disinterment, or
  - b. Determines that there is insufficient historical evidence to support the disinterment. However, the historical analysis will be maintained in the single DPAA case management system to facilitate subsequent research and to respond to inquiries concerning the Unknown.
  
3. Once the disinterment recommendation is entered into the single DPAA case management system, the same time line and procedures as established in Section 3 for external requests applies. For example, the SADM has **45 days** from the date of receipt from the RDM to complete the scientific analysis.

SECTION 5ACTIONS UPON RECEIPT OF ASD (M&RA) DECISION

The actions taken upon receipt of the ASD (M&RA) decision consists of two processes; Disinterment Recommendation Accepted and Disinterment Recommendation Declined.

*Process I: Disinterment Recommendation Accepted*

1. When the ASD(M&RA) accepts the Director DPAA's recommendation to disinter an Unknown and authorizes disinterment, the ASD (M&RA), through the DASD (MC&FP), notifies DPAA and the cemetery's headquarters activity that the recommendation to disinter has been approved.

a. PPDM will update the single DPAA case management system and notify the Scientific Directorate, Regional Directorate, Outreach and Communications Directorate, and the Military Department's designated disinterment point of contact.

b. RDMs will:

(1) Assign a planner to coordinate disinterment, transfer, and accession of remains, and coordinate with the Combatant Command and other necessary agencies.

(2) Ensure appropriate permits are obtained.

(3) Ensure any diplomatic communications (e.g., Diplomatic Notes) required for ABMC cemeteries are prepared, staffed, and sent to the appropriate officials.

(4) Notify the Strategic Partnerships Directorate when non-DoD personnel will conduct the disinterment as part of a strategic partnership.

(5) Coordinate with officials from the cemetery's headquarters to obtain necessary permissions and access to cemeteries.

(6) Coordinate with the relevant DPAA geographic detachment to ensure the disinterment and transfer are conducted in accordance with host nation and local laws and regulations, applicable international agreements, and DoD and Combatant Command policies and procedures.

(7) Keep the PPDM apprised of the status of the disinterment operation.

c. The Scientific Analysis Directorate will:

(1) Accession the remains into a DPAA laboratory where the remains will undergo scientific analysis.

(2) Coordinate with the Regional Directorate should additional historical research be needed or if new associations are required.

2. When the ASD (M&RA) accepts a recommendation not to disinter an Unknown and does not authorize disinterment, the ASD (M&RA) notifies DPAA and the cemetery's headquarters activity that the recommendation to disinter has been disapproved.

a. PPDM will update the single DPAA case management system and notify the Scientific Directorate, Regional Directorate, Outreach and Communications Directorate, and the Military Department's designated disinterment point of contact.

b. The Military Department's designated disinterment point of contact will notify the external requestor that the ASD (M&RA) declined their disinterment request.

*Process II: Disinterment Recommendation Declined.*

1. When the ASD (M&RA) does not accept the recommendation not to disinter, and authorizes disinterment, the ASD (M&RA) through the DASD (MC&FP), notifies DPAA and the cemetery's headquarters activity that disinterment is authorized. The PPDM will update the single DPAA case management system and notify the Scientific Directorate, Regional Directorate, Outreach and Communications Directorate, and the Military Department's designated disinterment point of contact.

2. The RDM and the Scientific Analysis Directorate will take action as described in paragraph 1, process I, of this Section.

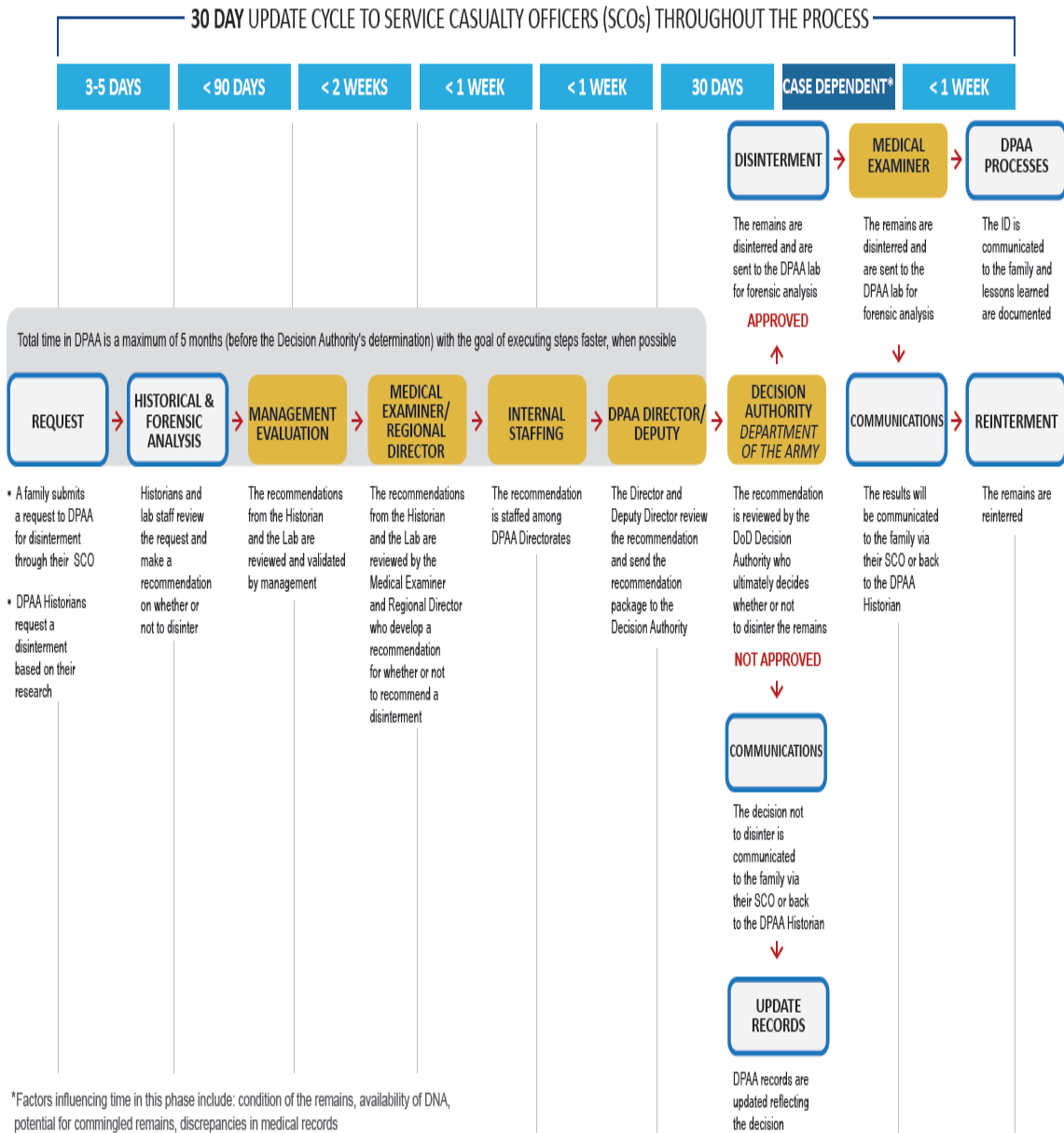
3. When the ASD (M&RA) does not accept the recommendation to disinter the remains and does not authorize disinterment, the ASD (M&RA) through the DASD (MC&FP), notifies DPAA and the cemetery's headquarters activity that disinterment is not authorized.

a. PPDM will update the single DPAA case management system and notify the Scientific Directorate, Regional Directorate, Outreach and Communications Directorate, and the Military Department's designated disinterment point of contact.

b. The Military Department's designated disinterment point of contact is responsible for notifying the external requestor that the ASD (M&RA) declined their disinterment request.

SECTION 6

GRAPHIC DEPICTION DISINTERMENT PROCEDURE



SECTION 7

DISINTERMENT CRITERIA GUIDE

1. In accordance with DTM-16-103, for cases of individual Unknown remains, research must indicate that it is more likely than not that DoD can identify the remains before disinterment can occur. For cases of commingled remains interred as group remains-Unknown, research must indicate that at least 60% of the persons associated with the group can be individually identified.
2. For DPAA, the percentage of likelihood that an Unknown can be identified is a qualitative determination based on the totality of evidence. This determination is evaluated by DPAA historians, analysts, and practitioners of forensic sciences, using multiple lines of evidence for each case. The Director of DPAA, or designee, based on the recommendations of the regional and laboratory directors, determines the likelihood of identification on behalf of DPAA.
3. The criteria guide beginning on page 23 represents possible lines of evidence that DPAA practitioners may consider before assessing the likelihood of identification. The guide is not a checklist, nor is it all inclusive, or a mandate for quantitative analysis. Rather, the guide provides examples of the factors to be considered in determining the likelihood of identification.
4. These factors assume that the information in the files is a true and accurate reflection of the remains present.

***DISINTERMENT CRITERIA GUIDE*****Historical association:**

1. Is this case associated with a known number of casualties? Y/N
2. Is it a single or group burial? S/G
3. Have relevant unaccounted for persons within an appropriate radius been considered for association? Y/N
4. Have relevant unaccounted for persons associated with the casualty incident been considered for association? Y/N
5. Have relevant unaccounted for persons within an appropriate time period been considered for association? Y/N
6. Have casualties from relevant services been considered for association? Y/N
7. Does the historical record indicate a possible association with a crash site or burial site (i.e., where additional remains may be located?) Y/N

**Past Remains Recovery and Processing:**

8. Have past AGRS/AGRC activities in the purported recovery location been considered? Y/N
9. Were remains added to or removed from the original assemblage during processing? Y/N
  - a. In particular, is there evidence of duplicated teeth or skeletal elements? Y/N
  - b. If yes, specify the elements added/removed and the associated assemblage the remains came from/went into:
10. Is there other historical evidence that may indicate the remains are commingled? Y/N
  - a. If yes, summarize the evidence:

DPAA AI 2310.01  
February 10, 2017

b. If the remains were processed multiple times, do skeletal elements and/or teeth disappear or reappear over time, according to the skeletal and dental charts filled out during processing? Y/N

c. If yes, specify the elements that disappear/reappear:

11. For large scale disinterment projects, does the forensic analysis community (DPAA Scientific Analysis Directorate and AFDIL) have the scientific and technological ability and capacity to conduct a forensic review and make an identification(s) within a reasonable amount of time? Y/N

**DNA:**

12. Is there evidence that the remains may have been/were treated with paraformaldehyde or other embalming materials that may have affected DNA preservation? Y/N

13. Based on the available skeletal/dental charts, is it likely that there is sufficient bone (or dentine powder) that can be obtained from the remains for DNA testing? Y/N

14. Have the Service Casualty Offices conducted genealogies for associated casualties? Y/N

15. Does AFDIL have FRSs or self-references on file for associated casualties? Y/N

a. How many casualties (relative to the total number associated) have FRSs or self-references? [insert number of casualties with FRSs/self-references over total; e.g., 7/9]

b. How many of the FRSs have been requested but are not yet on file? [insert number without records over total; e.g., 1/9]

c. Total number of FRSs/self-references on file or requested: [e.g., 8/9]

16. Based on questions 12-14, is there a reasonable expectation that current DNA technology may be used to help identify these remains? Y/N

**Odontology:**

17. Are there teeth and/or a mandible/maxilla present? Y/N

a. Specify whether there are teeth, mandible, and/or maxilla present (include number and type of teeth): [e.g., 12 maxillary teeth, 4 mandibular teeth, partial right and left maxillae, mandible fragment]



- b. Are there any dental restorations, antemortem losses/extractions, or dental appliances present? Y/N
18. Do we have at least one complete dental record for all associated casualties? Y/N  
If no, how many casualties (relative to the total number associated) have dental records on file? [insert number of casualties with records over total; e.g., 11/12]

**Anthropology:**

19. Do we have a complete biological profile (minimally, race, stature, age, and sex) for all associated casualties? Y/N
- a. How many casualties (relative to the total number associated) have complete biological data? [insert number of casualties with records over total; e.g., 9/12]
- b. If not all required information is present, specify which data are missing or problematic: [e.g., one casualty is missing stature data, one casualty has widely varying statures listed, one casualty has inconsistent/multiple race classifications ]
20. Can stature be recalculated based on information in the X-file? Y/N
21. Do any of the casualties have skeletal trauma or disease listed in their files? Y/N
- a. If yes, how many?
- b. Specify trauma or disease:
22. Do the records for the remains in question annotate any skeletal trauma or disease? Y/N  
If yes, specify:
23. Is there a complete or nearly complete skull (i.e., cranium plus mandible) present? Y/N
24. Do we have facial photographs available for associated casualties? Y/N
- a. How many casualties (relative to the total number associated) have photos on file? [insert number of casualties with photos over total; e.g., 7/9]
- b. If no, how many photos have been requested but are not yet on file? [insert number of casualties with photos requested over total; e.g., 1/9]
- c. Total number of photos on file or requested: [e.g., 8/9]
25. For cases after WWII, are there clavicles and/or vertebrae present? Y/N  
If yes, specify number of clavicles and/or vertebrae present (including type of vertebrae): [e.g., right clavicle only, 5 cervical and 3 thoracic vertebrae]

DPAA AI 2310.01  
February 10, 2017

26. For cases after WWII, do we have chest radiographs for associated casualties? Y/N  
How many casualties have radiographs on file? [insert number of casualties  
with radiographs on file over total; e.g., 1/9]

**Intelligence:**

27. Is there any current or past intelligence information associated with the available shortlist  
for:

- a. Korean War? Y/N
- b. Cold War losses? Y/N
- c. Indochina War (also known as the Vietnam War) losses? Y/N

**GLOSSARY****PART I. ABBREVIATIONS AND ACRONYMS**

AI	Administrative Instruction
ABMC	American Battlefield Monuments Commission
AFDIL	Armed Forces DNA Identification Laboratory
AGRC	American Graves Registration Command
AGRS	American Graves Registration Service
ASD (M&RA)	Assistant Secretary of Defense (Manpower and Reserve Affairs)
DASD (MC&FP)	Deputy Assistant Secretary of Defense (Military Community and Family Policy)
DPAA	Defense POW/MIA Accounting Agency
DTM	directive-type memorandum
DNA	Deoxyribonucleic acid
FRS	family reference sample
PPDM	Policy and Plans Disinterment Manager
RDM	Regional Disinterment Manager
SACO	Staff Action Control Officer
SADM	Scientific Advisory Disinterment Manager
SAT	scientific advisory team
SOP	standard operating procedure
VA	Department of Veterans' Affairs

**PART II. DEFINITIONS**

**disinterment.** The exhumation of remains from a grave in an existing cemetery.

**disinterment projects.** The exhumation of multiple remains from multiple graves in existing cemeteries based upon the remains originating from a common casualty incident (e.g., airplane crash), geographic location (battle), or specific location (common grave or battlefield burial).

**Deoxyribonucleic acid.** Used as a line of evidence for making an identification. It is a molecule that carries the genetic instructions used in the growth, development, functioning and reproduction of all known living organisms and many viruses. DNA and RNA are nucleic acids; alongside proteins and complex carbohydrates, they are one of the three major types of macromolecule that are essential for all known forms of life. Most DNA molecules consist of two biopolymer strands coiled around each other to form a double helix.

**DoD personnel.** Defined in DoDD 2310.07.

**external disinterment requests.** Requests to disinter an Unknown received from family members of unaccounted for DoD personnel or third parties.

**family member.** Family members for the purpose of submitting an external disinterment request are the primary next of kin, spouses, children, parents, siblings, aunts and uncles, nieces and nephews, and first cousins.

**field investigations.** Consist of visits to locations where U.S. losses occurred or potential witnesses reside. May include historical research, as defined in this glossary; canvassing of areas for potential witnesses, with ensuing interviews with those who might have information on U.S. losses or loss sites; assessing, surveying, and mapping of potential loss sites; and documentation of interviews and site details. Site visits/surveys are often non-invasive in nature, incorporating hand-drawn or electronic maps, the use of Global Positioning Systems, and pedestrian survey. However, teams may require clearing of vegetation and may employ subsurface survey and testing techniques, including soil probes/augers, shovel tests (i.e., digging small, shovel-depth holes and assessing soil type and material evidence distribution), trenching, or remote sensing techniques, such as electrical resistivity, ground-penetrating radar, metal detection, or cesium magnetometry. The purpose of the site survey is to confirm that the location is the site of a possible U.S. loss, approximate the dimensions of the site, and determine recovery strategy for later excavations. Site surveys may require collection or documentation of material evidence from the surface. Documentation of investigative activities may include photography of witnesses and sites, as well as written descriptions. Investigations require interaction with members of the local population.

**group Unknown.** The commingled remains of two or more individuals that were buried as Unknowns and NOT designated as a group burial at the time of the interment.

**historical research.** Consists of visits to document and material evidence repositories for the purpose of locating information on U.S. losses. Sources of such information may include governmental and private museums, libraries, archives, universities, and collections of private researchers. Activities involve interaction with repository personnel and independent researchers.

**individual Unknown.** The remains believed to be of a single individual and designated, by appropriate authority, to be Unknown.

**internal disinterment proposals.** Proposals from U.S. Government employees (both military and civilian) personnel assigned or attached to DPAA, DPAA strategic partner, or DPAA volunteer to disinter an Unknown.

**single DPAA case management system.** The information management system, in use at the time the disinterment request or proposal is processed, that is used to control, track and record information concerning the remains and disinterment process.

**third party.** A person or organization that is not a family member of an unaccounted for person, DPAA employee, or otherwise affiliated with DPAA.