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## Return of Personal Effects

The Navy has no authority to decide lawful succession to or title of ownership of the personal effects of a member who has died. The member's command is only responsible for inventorying and taking custody of personal effects for safekeeping and delivery to the legal recipient, known as the person eligible to receive personal effects (PERE), including the member's POV. The inventory should be recorded on NAVSUP 29. This is a command responsibility. The CACO should not be involved in inventorying or custody of a deceased member's personal effects.

- Per DoDI 1300.18, PEREs are recognized in the following order:
  1. The legal representative of a person's estate.
  2. Unremarried surviving spouse.
  3. Children in order of seniority (age).
  4. Parents in order of seniority (age).
  5. Siblings in order of seniority (age).
  6. Other blood relative.
  7. A person standing in loco parentis.
  8. A person named as a beneficiary in a will.

The command should appoint an Inventory Control Board (ICB) which will provide status reports on the personal effects to the regional CAC office. The ICB must consist of at least two people (who are not the CACO) to maintain dual custody at all times. All personal effects should be inventoried, including items in the work space. If the personal effects are in a private residence that the member was sharing with another individual and that person refuses the Navy permission to enter the residence to collect items for shipment, the NOK may have to obtain a court order for release of those items. The shipment of personal effects must be completed within 14 days. The command representative (liaison) should advise the regional CAC office of any estimated shipment date and date of arrival. See NAVSUP 490, Rev 5, for more guidance, or consult NAVSUP Code 53.

NOTE: When there are no spouse/no children, the elder parent will be designated to receive the effects by PERS-00C, Navy Casualty. IF there is a Will, it needs to be forwarded to PERS-00C.

PERS-00C will send a letter of authority with Line of Accounting for the Command's DESIGNATED INDIVIDUAL IN WRITING to execute the move with the local personal property office. The designated individual must not be the CACO and does not need to be CACO Trained.

The template letter below is to designate the individual who will schedule the move with the personal Property office and will be present at the residence the day of the pack out and obtain a copy of the inventory done by the movers. PERS-00C, Navy Casualty must receive a copy of the inventory.

IMPORTANT: The HHG Office may ask for the name of the CACO assisting the NOK receiving the HHG.

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**Bank Accounts:** Contact the bank to determine necessary steps to close member accounts.

**POV:** If the POV(s) are located at a commercial storage facility, the costs for storage have to be paid by the recipient prior to shipment; the CACO needs to contact the storage facility and obtain details on how to retrieve the vehicle and apprise the NOK of arrangements. If there is a lien against the vehicle, the legal recipient will be advised and given the name and telephone number of the lien holder. Inform the legal recipient that you will, at his/her request, call the financial institution to inform them that the member is deceased.

**Documentation:** Be specific and use caution when documenting personal effects on the NAVSUP 29. Never inventory personal effects alone. It is important to use generic information when describing personal effects. For example, rather than say "A 2-carat diamond ring" use "a yellow ring with a clear stone." Do not use words such as gold, silver, china, Rolex, etc.

**Mail:** Read opened mail, but do not read unopened mail.

**Shipment Documentation:** The command representative is the liaison with the origin Personal Property Shipping Office (PPSO). The liaison communicates with the assigned CACO (at destination) and provides information as to shipment, storage and/or delivery of personal property. The assigned CACO at destination is the agent for NOK and initiates the delivery of the personal property to the NOK/legal recipient (PERE) via the PPSO. Make an appointment with the Personal Property/Household Goods Office to arrange for "Blue Bark" shipment.

Documents to provide are:

- Copy of PCR
- CACO appointment letter
- Copy of member's Page 2
- A DD 1300 with the line of accounting (LOA)
- NAVSUP Form 29
- Vehicle registration and/or supporting documents

If death occurred outside the 48 contiguous states, then the personal effects are normally routed through the Fleet and Industrial Supply Center, Williamsburg, VA. While personal effects are being processed, the command to which the member was assigned will keep the CACO advised as to when and how the effects were sent, bill of lading numbers, intermediary shipment points and expected arrival time of effects. If there is indication of a delay or effects do not arrive, do not hesitate to contact the Fleet and Industrial Supply Center, or the Personal Property Division, HQ Naval Supply Systems Command. Forms for personal effects are included in the Command Information page of the CACO website ([www.cnic.navy.mil/CACO](http://www.cnic.navy.mil/CACO)).

**Items Not Covered or Shipped:** Examples include pets, garbage and damage to property. Check with your case manager or regional CAC office for guidance if you encounter an issue with an item not covered or shipped.

5350  
Ser XXX

22 APR 2021

From: Commander, Parent Command  
To: DESIGNATED MEMBER'S NAME, RANK

Subj: DESIGNATION TO HANDLE HOUSEHOLD GOODS ICO (DECEASED FULL NAME/  
RANT/RANK)

Ref: (a) BUPERINST 1770.3

1. DESIGNEE'S NAME, you have been designated to handle the disposition of HHG/Vehicle ICO deceased service member: FULL NAME, RANK USN.

2. Send the Navy Casualty Case Manager an encrypted email requesting the document with the Line of Accounting to pay for the shipment.

3. Contact the local Personal Property Office and get familiar with the requirements for the shipment of HHG and Vehicle on behalf of a deceased SVM.

4. Point of contact in reference to this letter is, the XO, (with XO's Info).

5. DESIGNEE'S NAME POC information is as follows:

Designed Individual's Name, Rank  
CELL  
EMAIL

A. W. SMITH

Copy to:  
File

**Commented [MLE(CUCD(1):** This person's name is on the After Action/Follow Up message sent from Navy Casualty to the Triad shortly after the death.

**TO THE DESIGNATED INDIVIDUAL**, you will get an email like this from Navy Casualty:

**Commented [MLE(CUCD(2):** This is not part of the letter, this is for the designated individual's information.

To: (Designee)

*NOTE: The US Navy is responsible for ensuring all (worldwide) personal effects of a deceased Sailor are accurately inventoried and properly packaged. The PERE has been determined IAW DOD Inst. 1300.18. Please adhere to the following procedures to ensure accurate and timely delivery.*

**\*\* The Person Entitled to Receive Effects (PERE) has been determined to be:**

**\*\* Name:**

*Please ensure the following procedures are followed to ensure the S/M's Personal Effects are delivered to the correct person and destination.*

- 1. Take the attached Line of Accounting (LOA) to your Personal Property Office to set up an appointment for pack out. Make sure they understand this is a "BlueBark" shipment. The PPO will contact a receiving commercial agent (moving company).*
- 2. On the day of the pack out, ensure a uniformed member of the command is present to witness/oversee the process.*
- 3. Obtain a copy of the inventory the moving contractor makes of the deceased S/M's Personal Effects.*
- 4. Forward a copy of the inventory to PERS -00C via e-mail to **Navy Casualty Case Manager***
- 5. Contact me and your **Regional** Casualty Assistance Program Manager immediately if there appear to be any problems.*

**Commented [MLE(CUCD(3):** This person's name is on the After Action/Follow Up message sent from Navy Casualty to the Triad shortly after the death.

**NOTES:**

**1. Personal Effects are those inside a government facility and need to be inventoried:**

- Barracks Room**
- Office**
- Gym Locker**
- Member's Vehicle**

**2. Household Effects are those at a house or apartment outside the gates of the base. These items do not need to be inventoried. However a copy of the inventory conducted by the movers is required for the record. Please forward copy of inventory to the **Navy Casualty Case Manager** copy to **Regional Casualty Assistance Program Manager**.**

**Personal Effects in the member's office, etc., may be boxed up and brought over to the residence to be shipped with the HHG.**

**Commented [MLE(CUCD(4):** This person's name is on the After Action/Follow Up message sent from Navy Casualty to the Triad shortly after the death.