ESCORT BRIEFING CHECKLIST

For use of this form, see DA PAM 638-2; the proponent agency is ODCSPER

INITIAL BLOCKS WHEN COMPLETED

1. INFORMATION

	Escort duties as prescribed in DA PAM 638-2, paragraphs 6-12 and 6-13
	Uniform and appearance of escort
	How to complete DA Form 5329-R
	Name and commercial phone numbers of the PADD's CAO at the place of consignment.
	POC and commercial telephone number of CAC responsible for the interment
	POC and commercial telephone number of the place of consignment
	POC and commercial telephone number of CMAOC
	Repair and replacement of casket/urn
	Additional preparation of remains services
	Standards of conduct

2. TRAVEL ARRANGEMENTS

	Flight number and name of airline
	Departure time of flight
	Transfers enroute, location, time
	Time of arrival at final destination
	Tickets and any other required airline travel documents.
	Ground departure location and time
	Rental car
	Government travel card
	Reimbursable lodging and per diem amounts

3. FORMS

	DD Form 1375
	Copies of travel orders
	DA Form 5329-R
	Copy of death certificate, if available

4. SUPPLIES

	Interment flag
	Casket crank end caps

5. OTHER

6a. SIGNATURE OF ESCORT	6b. DATE *(YYYYMMDD)*
7a. SIGNATURE OF BRIEFER	7b. DATE *(YYYYMMDD)*