

CHARTER

CENTRAL JOINT MORTUARY AFFAIRS BOARD

1. REFERENCES

- a. DoD Directive 1300.22E, "Mortuary Affairs Policy," May 25, 2011
- b. Department of Defense (DoD), Final Report of the Executive Steering Committee (ESC), Mortuary Affairs, Medical Examiner System, and Casualty Assistance Support Study, November 27, 2012 (approved by the Secretary of Defense on January 29, 2013)
- c. DoD Directive 5101.1, "DoD Executive Agent," September 3, 2002
- d. Joint Publication 4-06, "Mortuary Affairs," current edition
- e. Sections 164(c), 1481–1490, and 1501 of Title 10, United States Code
- f. Sections 5741, 5742, and 8134 of Title 5, United States Code
- g. Section 2715 of Title 22, United States Code
- h. DoD Directive 3025.18, "Defense Support of Civil Authorities (DSCA)," December 29, 2010
- i. DoD Instruction 2310.05, "Accounting for Missing Persons—Boards of Inquiry," January 31, 2000
- j. Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition
- k. DoD Directive 5154.24, "Armed Forces Institute of Pathology (AFIP)," October 3, 2001

2. AUTHORITY

- a. The Central Joint Mortuary Affairs Board (CJMAB) is established under the authority of reference a. and chaired as directed by reference b., by the Office of the Secretary of Defense (OSD) through the Office of Deputy Assistant Secretary of Defense for Military Community and Family Policy.
- b. The Army shall continue to execute the duties as DoD Executive Agent (EA) outlined in reference a. for the contingency fatality operations (CFO) portion of Mortuary Affairs as directed in references b. and c.

3. COMPOSITION

- a. The CJMAB will be chaired by the Principal Director, Military Community and Family Policy (MC&FP) and the voting membership will consist of O-6 level representatives (unless otherwise delegated) appointed by their respective Service Secretary as follows:
 - (1) Under Secretary of Defense (Personnel and Readiness) Casualty, Mortuary Affairs, and Military Funeral Honors
 - (2) Assistant Secretary of Defense for Health Affairs/Armed Forces Medical Examiner System (AFMES)
 - (3) Army

- (4) Navy
- (5) U.S. Marine Corps
- (6) Air Force
- (7) U.S. Coast Guard
- (8) Chairman of the Joint Chiefs of Staff

b. The Department of Veterans Affairs National Cemetery Administration, may provide representation to the CJMAB as a non-voting member.

c. Each Service Department may provide representation from their Manpower and Reserve Affairs office to the CJMAB as a non-voting member.

d. The Army G4 may provide representation to the CJMAB as a non-voting member.

4. MISSION AND SCOPE

a. The CJMAB is established as a standing board that provides policy and operational oversight concerning mortuary affairs, procedures, mobilization planning, and recommendations on mortuary services.

b. The CJMAB is a functional coordinating group consisting of representatives from the USD (P&R), the Services, the Chairman of the Joint Chiefs of Staff, and the Armed Forces Medical Examiner.

c. The CJMAB voting members shall have responsibility for mortuary affairs doctrine and procedures for their Service or agency to qualify as a voting member. In the absence of a voting member, a representative designated by the voting member may submit their proxy vote. Voting members of the CJMAB represent their respective Service Secretary and agency positions.

d. The CJMAB chairman and voting members shall be familiar with the mortuary operations and procedures as outlined in reference d. and additional laws and instructions outlined in reference a. and will vote on all policy, doctrinal and procedural proposals submitted to the CJMAB. Proposals that receive a majority of approval votes will be appropriately staffed by the Executive Director, CJMAB and recommended for implementation to the USD (P&R).

e. CJMAB members shall present to the CJMAB any changes to or creation of new Service policies or procedures that may affect (i.e., drive a change to) other Service policies.

f. The CJMAB will advise DoD senior officials, including senior Service officials within affected Military Departments, on all multiple-fatality incidents involving more than one Military Service.

g. The CJMAB will establish and execute a Tri-Service Inspection Program to inspect the DoD mortuaries and preparation points on a biennial basis upon completion of an agreed

upon assessment/evaluation criteria. The assessment/evaluation teams will consist of subject matter experts from the Services, as well as the civilian industry.

h. The CJMAB will serve as the functional body to address funeral honors issues within the Services and the Department. Funeral honors issues or questions will be referred to the CJMAB.

i. The CJMAB, under the USD (P&R), will provide oversight for the implementation plan of reference b. The CJMAB Chairman will provide formal updates to the USD (P&R) as required.

j. The CJMAB, under the USD(P&R), will provide oversight for policies and procedures regarding the Dignified Transfer at Dover Air Force Base.

5. PROCEDURES

a. The CJMAB shall meet at least quarterly. The Chairman may direct additional meetings as required.

b. Meetings are in person or by utilizing video teleconferencing (VTC) capabilities (budget or situation dependent).

c. Conflicts arising during the development of uniform policies, plans, or procedures will be referred to the USD (P&R) for resolution.

d. The CJMAB will consult with the USD(P&R) regarding the disposition of remains and Service leads for incidents involving remains of DoD civilians, non-DoD Governmental agency personnel, and contractor personnel in support of military or contingency operations, and for incidents involving allied military personnel; interned, detained, and enemy personnel; or other foreign nationals as a result of a mishap involving a DoD mode of transportation. For clarification purposes, in this paragraph – DoD civilians means civilian employees who work for a DoD agency or activity and not those civilians who are employees of the Military Services or Departments (e.g., Department of the Army, Navy, or Air Force civilian employees).

e. The CJMAB will consult the USD (P&R) when dealing with agencies outside the Department of Defense, as appropriate. The CJMAB will coordinate CFO policy and procedure recommendations through the EA. (Note: OSD has policy and oversight roles.)

f. The CJMAB Executive Director shall:

(1) When optimal, notify CJMAB members 60 days before a scheduled meeting.

(2) Be responsible for creating and maintaining the official charter and records for the CJMAB.

(3) Prepare CJMAB minutes within 30 working-days following a meeting and forward a copy of such minutes to the Assistant Secretaries of the Military Departments and their designees, the Director of the Joint Staff, the U.S. Army

Surgeon General, and other leadership as appropriate. The minutes will include dissenting opinions or a proposal that is voted down, etc., to allow senior leadership to readdress the issue and/or decision. The final minutes (to include dissenting opinions and unapproved proposals) will be forwarded to the USD P&R for signature and implementation guidance.

(4) Coordinate any policy, doctrinal or procedural change recommendations with OSD, the Joint Staff and the military Services as necessary.

(5) Facilitate sub-working groups, consisting of appropriate subject matter experts from all the Services and other appropriate agencies, to research complex issues and generate Course of Action. Assign specific sub-working groups as required to address issues/guidance addressed in reference b., monitor each group's progress, and present updates and working group recommendations to the CJMAB.

6. AGENDA ITEMS FOR CJMAB

- a. CJMAB voting members will submit agenda items they would like discussed, along with a prepared information paper, two weeks in advance of CJMAB meetings for review by the CJMAB Chair.
- b. Information papers will include the topic for discussion, background, issues, recommendation.

7. ADVISORS and JOINT MORTUARY AFFAIRS OFFICERS

- a. Non-voting advisors are the subject matter experts of their Service or agency or from civilian industry. They provide technical information and advice to the CJMAB and attend CJMAB meetings only when requested. This includes joint mortuary affairs officers who represent their respective geographic Combatant Commander on mortuary affairs policy, operations, procedures, and plans.
- b. A non-voting representative from the office of the DASD (POW/MIA) may be present to participate in all JPAC or Service recommendations concerning USD (P&R) policy affecting personnel accounting for past conflicts.

ACRONYMS AND ABBREVIATIONS

AFIP	Armed Forces Institute of Pathology
AFME	Armed Forces Medical Examiner
AFMES	Armed Forces Medical Examiner System
ASA (M&RA)	Assistant Secretary of the Army (Manpower & Reserve Affairs)
CFO	Contingency Fatality Operations
CJMAB	Central Joint Mortuary Affairs Board
CONUS	Continental United States
DASD (MC&FP)	Deputy Assistant Secretary of Defense for Military Community and Family Policy
DASD (P)	Deputy Assistant Secretary of Defense for Policy
DASD (POW/MPA)	Deputy Assistant Secretary of Defense for Prisoners of War/Missing Personnel Affairs
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DSCA	Defense Support of Civil Authorities
EA	Executive Agent
ESC	Executive Steering Committee
JP	Joint Publication
JPAC	Joint Personnel Accounting Command
MAO	Service Mortuary Affairs Office
MIA	Missing in Action
OCONUS	Outside Continental United States
OSD	Office of the Secretary of Defense
POW	Prisoner of War
SCO	Service Casualty Office
US	United States
USD (P)	Under Secretary of Defense for Policy
USD (P&R)	Under Secretary of Defense for Personnel and Readiness
VA	Veterans Affairs
VTC	Video Teleconference

CENTRAL JOINT MORTUARY AFFAIRS BOARD (CJMAB)

CHARTER

CENTRAL JOINT MORTUARY AFFAIRS BOARD (CJMAB) CONCURRENCE

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