# 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

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|---|---|
| | Interment flag |
| | Casket crank end caps |

5. OTHER

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