



DEPARTMENT OF THE ARMY  
1<sup>ST</sup> THEATER SUPPORT COMMAND (FORWARD)  
111<sup>th</sup> Quartermaster Company  
Bagram Mortuary Affairs Collection Point  
APO AE 09354

10 October 2010

MEMORANDUM FOR: Whom it may concern

FROM: 111th Quartermaster Company (Mortuary Affairs)

SUBJECT: Linda Norgrove

1. This memorandum is to outline the sequence of events for the processing of deceased personnel.
  - Pick up deceased personnel from the air field, approximate time was 0400 hrs Local time
  - Staged deceased personnel in the processing area to fill out the required Army paperwork:
    - 1076 record of personal effects (approximately filled out at 0419)
    - 890 record of identification processing (approximately filled out at 0419)
    - 565 statement of recognition of deceased (identifying individuals viewed the deceased personnel at approximately 0419)
    - 2064 overseas death certificate (approximately filled out at 0500)
    - Evacuation tags were placed on deceased personnel, remains pouch and transfer case with evacuation # 210-10/AR111THQMCO/BAGRAM (approximately 0500)
  - Deceased personnel placed in refrigerated storage at approximately 0515
  - LNO returned the Statement of Recognition to the mortuary at approximately 0730 (this was only due to the mortuary having a printing issue, normally the document is filled out on sight).
  - Deceased personnel removed from refrigerated storage approximately 1915
  - Remains pouch was sealed with lead seal # 452553
  - 40 lbs of ice in four separate bags was placed around the deceased personnel (approximately at 1920)
  - Transfer case lid was placed on top of transfer case with forward information packet taped in the lid and case was sealed with lead seals # 452551 at the head and #452552 at the foot (approximately at 1930)
  - Deceased personnel was transported to the Air Field at approximately 1945
  - Deceased personnel was loaded onto the helicopter at approximately 1955
  - Aircraft commander signed for the deceased personnel on a convoy list of remains form 1075
2. The POC for this memorandum is the undersigned, SFC [redacted (b)(3), (b)(6)], and can be contacted at [redacted (b)(2)High, (b)(3), (b)(6)] or [redacted (b)(2)High]

[redacted (b)(3), (b)(6)]

SFC, USA  
Bagram MACP NCOIC

# STATEMENT OF RECOGNITION OF DECEASED

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 USC Sections 1481 through 1488, EO 9397, Nov. 1943 (SSN).

**PURPOSE AND USE:** This form is used to establish initial identification of deceased personnel.

**DISCLOSURE:** Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in improper identification of the deceased person and person making visual identification.

### 1. TENTATIVELY IDENTIFIED DECEDENT

|   |                   |               |
|---|-------------------|---------------|
| a. NAME (Last, First, Middle Initial) (or Unidentified)<br>NORGROVE LINDA | b. RANK<br>N/A    | c. SSN<br>N/A |
| d. ORGANIZATION<br>USAID  | e. SERVICE<br>NGO |               |

### 2. I HAVE PERSONALLY VIEWED THE REMAINS TENTATIVELY IDENTIFIED ABOVE. RECOGNITION IS BASED ON THE FOLLOWING.

|   |                                  |   |                            |
|---|----------------------------------|---|----------------------------|
| a. SEX<br>FEMALE  | b. APPROXIMATE AGE (Years)<br>36 | c. APPROXIMATE HEIGHT<br>SH 6"                                    | d. RACE<br>WHITE CAUCASEAN |
| e. HAIR COLOR (If brown, indicate light or dark, as applicable)<br>BROWN - DARK   |                                  | f. BUILD/MUSCULARITY (Slender, medium, heavy or obese)<br>SLENDER |                            |
| g. IDENTIFYING MARKS (Fully describe by type and location ALL known scars, tattoos, birthmarks, amputations or other body markings to support the identification.)<br>NOT KNOWN |                                  |   |                            |

### h. REMARKS

### 3. DETAILS OF VIEWING

|                                  |                     |                                   |
|----------------------------------|---------------------|-----------------------------------|
| a. DATE (YYYYMMDD)<br>2010/10/08 | b. TIME<br>2325Zulu | c. PLACE<br>BAGRAM MORTUARY (RAF) |
|----------------------------------|---------------------|-----------------------------------|

### 4. PERSON MAKING VISUAL IDENTIFICATION

|  |                                |  |
|--|--------------------------------|--|
| a. NAME (Last, First, Middle Initial)<br>(b)(3), (b)(6)  | b. RANK<br>SCR BRITISH EMBASSY | c. SSN<br>N/A  |
| d. ORGANIZATION<br>FOREIGN & COMMONWEALTH OFFICE   | e. SIGNATURE<br>(b)(3), (b)(6) | f. DATE SIGNED (YYYYMMDD)<br>2010/10/09                                |
| g. RELATIONSHIP TO DECEASED (CDR, ISG, Friend, Relative, etc.)<br>BRITISH EMBASSY REPRESENTATIVE |                                | h. LENGTH OF TIME YOU KNEW DECEASED (Number of months or years)<br>N/A |

### 5. WITNESS

I certify that the individual identified in Item 4 has viewed the remains in my presence, and that to the best of my knowledge and belief the above statements are true.

|   |                                |                                       |
|---|--------------------------------|---------------------------------------|
| a. NAME (Last, First, Middle Initial)<br>(b)(3), (b)(6) | b. RANK<br>SSG                 | c. TITLE<br>MACP NCOIC                |
| d. ORGANIZATION<br>111th QM CO                          | e. SIGNATURE<br>(b)(3), (b)(6) | f. DATE SIGNED (YYYYMMDD)<br>20101009 |

## **EASY STEPS TO PROCESS HR'S**

- ✓ **RECEIVE PHONE CALL FROM CJTF 101**
- ✓ **REPORT CALL TO SFC BROWN AND SFC WASHINGTON**
- ✓ **OBTAIN INFORMATION FROM SOLDIER(S)**
- ✓ **CALL TMO WITH SOLDIER SECURITY NUMBER AND FULL NAME OF FALLEN SOLDIER SO MOVEMENT PAPERWORK CAN BE STARTED**
- ✓ **CALL CJTF-101 TO TRACK FLIGHT INFORMATION, ROTARY OR FIX WING?, TAIL NUMBER, LANDING RAMP, WHEELS UP TIME FROM FOB, ETA TO BAGRAM**
- ✓ **PREPARE TRANSFER CASES, CLEAN THEM, OPEN THEM, AND PLACE THE BOTTOM PART ON LITTER CARRIER. LEAVE TOP ON TABLE**
- ✓ **IRON FLAG(S)**
- ✓ **START PREPARING CASE FILES WITH EVAC NUMBER AND DATE**
- ✓ **CALL THE DOCTOR TO STAND BY FOR 2064 (DEATH CERTIFICATE)**
- ✓ **ONCE YOU RECEIVE PHONE CALL FROM FLIGHT LINE, GO AND PICK UP REMAINS.**
- ✓ **PUT AMERICAN FLAG ON TOP OF DASH BOARD OF BOX TRUCK**
- ✓ **ONCE REMAINS ARE ON MACP GROUNDS, CLOSE THE GATE**
- ✓ **BACK UP TRUCK TO REVOLVING DOOR AND OPEN BACK OF TRUCK TO REMOVE REMAINS TO THE BOTTOM OF THE TRANSFER CASE THAT IS ON THE LITTER AND LITTER CARRIER**
- ✓ **CALL DOCTOR AND LET HER (HIM) KNOW THAT THE REMAINS HAVE ARRIVED AND ASK WHEN HEOR SHE CAN BE PICKED UP FROM.**
- ✓ **REST OF TEAM START INVENTORY ON REMAINS.**
- ✓ **NGO CALL SFC BROWN AND SFC WASHINGTON AND LET THEM KNOW THAT YOU HAVE POSSESSION OF REMAINS, ALSO CALL CJTF 101 AND INFORM THEM TO.**
- ✓ **EXPECT CALL FROM TMO FOR PAPERWORK, ONCE THEY CALL TAKE 2064 WITH YOU SO THE PAPERWORK FROM SPECIAL HANDLING CAN BE COMPLETED. BRING COPIES TO MACP.**
- ✓ **START MAKING FORMS ON LINE AND COPIES FOR 2 CASE FILES. ONE FOR THE MACP TO KEEP ONE FOR THE TRANSFER CASE.**
- ✓ **ENSURE QAQC NGO LOOKS THROUGH OU THE PAPERWORK AND HAVE HER SIGNED THE QAQC MEMO AND CHECKLIST**
- ✓ **UPLOAD INFORMATION ON LOGBOOK AND MARTS**
- ✓ **SEND SHIPPING PAPERWORK TO JTO CJTF 101**
- ✓ **PLACE REMAINS INSIDE REEFER**
- ✓ **RECOVERY OF PROCESSING AREA AND TROW AWAY BIO BAGS AND TRASH.**

- ✓ **WAIT FOR TIMELINE ON SIPR COMPUTER, ONCE IS OUT MAKE COPIE PUBLISH COPY FOR EVERYONE TO SEE ON MACP.**
- ✓ **PREPARE ICE BAGS 1 HOUR PRIOR MACP DEPARTURE. LEAVE THEM INSIDE ICE BOX.**
- ✓ **PREPARE 1075, 3 COPIES**
- ✓ **30 MINUTES BEFORE DEPARTING MACP CHAPLIN WILL BE HERE, GIVE HIM INFORMATION OF SOLDIER(S)**
- ✓ **DRAPE FLAG ON TOP OF TRANSFER CASE(S)**
- ✓ **ARRIVAL OF TEAM OR COMPANY SOLDIERS**
- ✓ **PRAYER**
- ✓ **WAIT FOR SECURITY FORCES TO ARRIVE MACP**
- ✓ **BEAR WOUND TO FLIGHT LINE**
- ✓ **WAIT FOR RAMP CEREMONY TO END, MOVE TEAM INSIDE AIRCRAFT TO RETRIEVE COINS FROM THE TRANSFER CASE(S) PUT COINS INSIDE P.E. BAGS AND SECURE OFF TRANSFER CASE(S) HANDLE**
- ✓ **HAVE PILOT SING 1075 AND GIVE HIM 2 COPIES**
- ✓ **DRIVE BACK TO MACP**
- ✓ **BAR WITH TEAM**

