

## PERSONAL EFFECTS INVENTORY AND DISPOSITION

### SECTION I

VESSEL OR STATION	OWNER, SERIAL NO., GRADE OR RATE
LAST DUTY STATION	HOME ADDRESS
NEXT OF KIN	ADDRESS <i>(Next of kin)</i>
HOW ACQUIRED  <input type="checkbox"/> DECEASED <input type="checkbox"/> ABSENT ON SAILING <input type="checkbox"/> MISSING <input type="checkbox"/> AOL - AWOL <input type="checkbox"/> CAPTURED <input type="checkbox"/> DESERTER <input type="checkbox"/> INCAPACITATED	PERSONAL EFFECTS INVENTORY <i>(Itemize by class)</i>  (1) CG special clothing/equipment (2) Uniform clothing (3) Money (4) Negotiable/non-negotiable instruments (5) Miscellaneous articles of value
HOUR _____                      DATE _____	

ITEM NO.	CLASS	DESCRIPTION OF ARTICLES	QUANTITY	DISPOSITION <i>(Indicate return to kin or other action)</i>

DATE	SIGNATURE <i>(SR. MEMBER INVENTORY BOARD)</i>	DATE	SIGNATURE <i>(Person taking custody)</i>
DATE	SIGNATURE <i>(Member)</i>	DATE	SIGNATURE AND GRADE <i>(Appointing Officer)</i>

### SECTION II - ACTIONS AFFECTING STATUS OF OWNER

CHANGE IN STATUS <i>(If any, describe)</i>	DISPOSITION OF MONEY <i>(Amount, registered mail number, etc.)</i>
NAME AND ADDRESS OF PERSON RECEIVING MONEY	
DATE	SIGNATURE, GRADE/RATE AND TITLE <i>(Person releasing money)</i>

**SECTION III - STATEMENT OF CREDITORS**

ATTACH LETTERS, STATEMENTS OF CREDITORS *(Describe each attachment below)*

SIGNATURE *(Commanding Officer or OIC)*

DATE

REMARKS

**DISTRIBUTION**

1. Original and two copies to officer designated by the Commanding Officer to assume custody of the effects.
  - a. Officer retains original.
  - b. Copy to be packed with personal effects.
  - c. Copy to next of kin *(if personal effects are shipped to next of kin. Otherwise, copy goes to Supply Center, Baltimore).*
2. Copy to Service Record.
3. Copy to Commandant (G-PMP) *(if deceased, captured, missing, or incapacitated)* or Copy to Commandant (MPC) *(if absent at time of sailing, AWOL, AOL, or deserter).*
4. Copy to file of unit preparing inventory.

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