DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

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 *(Next of kin)*

HOW ACQUIRED

- ☐ DECEASED
- ☐ MISSING
- ☐ CAPTURED
- ☐ INCAPACITATED
- ☐ ABSENT ON SAILING
- ☐ AOL - AWOL
- ☐ DESERTER

HOUR _____ DATE _____

PERSONAL EFFECTS INVENTORY *(Itemize by class)*

(1) CG special clothing/equipment
(2) Uniform clothing
(3) Money
(4) Negotiable/non-negotiable instruments
(5) Miscellaneous articles of value

ITEM NO.	CLASS	DESCRIPTION OF ARTICLES	QUANTITY	DISPOSITION *(Indicate return to kin or other action)*

DATE	SIGNATURE *(SR. MEMBER INVENTORY BOARD)*	DATE	SIGNATURE *(Person taking custody)*
DATE	SIGNATURE *(Member)*	DATE	SIGNATURE AND GRADE *(Appointing Officer)*

SECTION II - ACTIONS AFFECTING STATUS OF OWNER

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

ORIGINAL - OFFICER DESIG TO ASSUME EFFECTS

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*
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COPY 4 - COMDT (G-PMP) IF DEC, CAP, MIS, INCAP

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