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Financial Management

SOLATIUM PAYMENTS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction explains solatium payments, requires appointment of a solatium payment officer, and sets up paying procedures. It applies to Fifth Air Force (5 AF) installations.

SUMMARY OF REVISIONS

Updates office symbols throughout this publication. Updates reference regulation (paragraph **1.2.**). A bar (|) indicates revision from the previous edition.

1. "Solatium Payments" Explained:

1.1. Solatium payments are payments made to seriously injured local nationals or the families of deceased local nationals of Japan when the injury or death was:

1.1.1. Suffered in connection with the local national's United States Air Force (USAF) employment (official duty).

1.1.2. Caused by a USAF military or civilian member in the performance of official Air Force business.

1.1.3. The result of an accident involving an official Air Force vehicle or other Air Force equipment, driven by an authorized driver (military, civilian, or local national employee).

1.1.4. Caused by a USAF military or civilian member, other than in the performance of official Air Force business, who is unable to make the solatium payment from his or her personal funds and the local commander considers it to be in the best interest of the Air Force to make payment from appropriated funds.

1.2. Solatium payments constitute valid expenditures and are chargeable against base operations and maintenance (O&M) funds. The applicable base O&M funds will be cited on Standard Form 1034,

Public Voucher for Purchases and Services Other Than Personal, and processed per this instruction, DFAS-DE 7010.2-R, *Commercial Transactions at Base Level*.

1.3. The maximum amount payable in Japan is 100,000 yen for death and 50,000 yen for each serious injury per AFI 51-501, *Tort Claims*, and AFI 51-502, *Personnel and Government Recovery Claims*. The amount should reflect circumstances involved, with the maximum amount paid only in rare and unique circumstances.

1.4. The minimum procedures for solatium payments are outlined in USFJPL 30-2, *Condolence Procedures*, and must be reviewed and followed prior to making any solatium payment.

2. Appointment of Solatium Payment Officer. The installation commander will appoint on a permanent basis, by memorandum, a senior officer to act as a solatium payment officer (see **Figure 1**). In Japan, when possible, assign this duty to the officer acting as the command representative.

3. Paying Procedures:

3.1. The installation commander will:

3.1.1. Review each incident or accident report involving the injury or death of a local national, under the preview of paragraph **1.1**, to determine whether a solatium payment is appropriate. Whenever possible, make the determination sufficiently early to permit the payment to be made within 24 hours of the incident or accident.

3.1.2. When the payment is determined appropriate, either issue a memorandum of instruction to the solatium payment officer to make payment or issue verbal instructions, to be followed by the memorandum, if necessary, to comply with the time frame set up in paragraph **3.1.1**. (see **Figure 2**).

Figure 1. Format for Memorandum of Appointment.

MEMORANDUM FOR (Grade, Name, and Organization)	(Date)
FROM: CC	
SUBJECT: Appointment of Solatium Payment Officer	
1. You are hereby appointed as solatium payment officer, on a permanent basis, in accordance with 5 AFI 65-201.	
2. In performing your responsibilities as solatium payment officer, you will follow the provisions of 5 AFI 65-201.	
(Commander's Signature Element)	

Figure 2. Format for Memorandum of Instruction.

MEMORANDUM FOR (Grade, Name, and Organization of Solatium Payment Officer)	(Date)
FROM: CC	
SUBJECT: Solatium Payment	
<p>1. (Identify the incident or accident report) (copy attached) has been revised and the payment of solatium as defined in 5 AFI 65-201, paragraphs 1.1.1., 1.1.2., 1.1.3., or 1.1.4. are deemed appropriate.</p> <p>2. (Grade, name, and organization) will act as my designated representative in witnessing the actual payment.</p>	
(Commander's Signature Element)	
Attachment	
Report of Incident or Accident	
cc:	
(Witnessing Officer)	

3.2. Upon receipt of the memorandum of instruction, the solatium payment officer will contact the Staff Judge Advocate (JA) and the Accounting and Finance Office (AFO).

3.3. The JA will review the circumstances, determine the amount to be paid, and provide the solatium payment officer with a memorandum of determination (see [Figure 3.](#)).

Figure 3. Format for Memorandum of Determination.

MEMORANDUM FOR (Grade, Name, and Organization of Solatium Payment Officer)	(Date)
FROM: JA (Name, Phone Number)	
SUBJECT: Solatium Payment	
<p>(Identify the incident or accident report) has been reviewed and it is my determination that (amount of local currency) should be an appropriate payment.</p>	
(JA's Signature Element)	

3.4. The AFO will advance to the solatium payment officer, fund in new bills and in the largest denomination possible, per DoDFMR, Vol V, paragraph 030402, *Disbursing Policy and Procedure*. A copy of the memorandum of instruction, along with the JA's memorandum of determination of amount to be paid, will be attached to the AFO's copy of DD Form 1081, **Statement of Agent Officer's Account**.

3.5. The solatium payment officer, accompanied by the witnessing officer, will present the solatium payment in accordance with local customs and procedures of that country. Do not delay the payment beyond 24 hours after the incident or accident.

3.6. Since it is not proper decorum to ask the recipient of a solatium payment for a receipt, the installation commander or designated representative will witness the actual payment. The witnessing officer, upon completion of the payment, will prepare a certificate and give three copies through the solatium payment officer to the AFO (see **Figure 4**). The solatium payment officer will also provide the AFO with a written statement paragraph **3.7.4**.

Figure 4. Format for Certificate.

<p>C E R T I F I C A T E</p> <p>I, (name), certify that I have witnessed presentation of solatium on (date of payment) in the amount of (local currency and US dollar equivalent) to (name and address of the payee). Solatium was presented to the payee by (grade and name of the solatium payment officer) of (organization). Local custom precludes obtaining signature of the payee for receipt of solatium.</p> <p>(Witnessing Officer's Signature) (Name, Grade, Title, and Organization)</p>
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3.7. The AFO will prepare and process Standard Form 1034. Attach to the form the following minimum documentation:

- 3.7.1. Memorandum of instruction from the installation commander.
- 3.7.2. Memorandum appointing the solatium payment officer.
- 3.7.3. Memorandum of determination from the JA.
- 3.7.4. Statement from the solatium payment officer that he or she, in fact, made a solatium payment, amount paid (expressed in local currency and US dollar equivalent), and the date of payment.

3.7.5. The certificate of the witnessing officer.

JOHN B. HALL, JR., Lieutenant General, USAF
Commander