

Training and Evaluation Outline Report

Task Number: 12-9-1235

Task Title: Maintain the Theater Casualty Assistance Center

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-25	SALUTES, HONORS, AND VISITS OF COURTESY	Yes	No
	AR 600-8-4	Line of Duty Policy, Procedures, and Investigations	Yes	No
	AR 638-2	ARMY MORTUARY AFFAIRS PROGRAM	Yes	No
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	Yes
	ATP 4-93	Sustainment Brigade	Yes	No
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No

Condition: The Human Resources Sustainment Center (HRSC) is operating in an active theater in support of Unified Land Operations. The supported command's Operations Order (OPORD) is available. The Director, HRSC issues his/her assessment and planning guidance for casualty reporting operations within the theater area of responsibility (AO). The Casualty Operations Division (COD) has staff responsibilities for maintaining operations of the Theater Casualty Assistance Center (CAC). Casualty reports are being received from Casualty Liaison Teams (CLTs) and units within the theater. Unit Standing Operating Procedures (SOP) as well as FM 1-0, ATP 4-94 and AR 600-8-1 are available. The division has appropriate connectivity to both Nonsecure Internet Protocol Router (NIPR) and Secret Internet Protocol Router (SIPR) Networks and access to all necessary automated personnel systems. Technical guidance is received from the Human Resources Command (HRC) and Casualty and Mortuary Affairs Operations Center (CMAOC). Army Service Component Command (ASCC) G1 provides current theater guidance for casualty reporting and assistance. Communications are established with ASCC G1, Support Operations Branch (SPO), Theater Sustainment Command (TSC), Expeditionary Sustainment Command (ESC), as appropriate, and G1/S1s of all reporting units. Command and Control Information Systems (CCIS) are operational and passing information in accordance with Tactical Standing Operating Procedures (TSOP) and regulatory guidance. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Establish and maintain communication links to HRC, CMAOC, ASCC G1, SPO, TSC/ESC, CLTs, and supported G1/S1s. Submit initial and supplemental casualty reports to CMAOC within prescribed time lines. Verify and maintain all casualty data as specified in AR 600-8-1 and theater policies. Review and forward line of duty (LOD) and associated reports to CMAOC and other specified activities, as required, within the prescribed time line.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified, potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

- * 1. Director, HRSC assumes responsibility for casualty reporting within the theater.
 - a. Receives and analyzes mission.
 - b. Obtains additional theater specific guidance from the ASCC G1 and SPO, TSC/ESC, as appropriate.
 - c. Obtains technical guidance from the HRC and CMAOC.
 - d. Issues staff planning guidance.
 - e. Briefs ASCC G1 and SPO, TSC on plans and problem areas and possible remedy.

- * 2. Chief, Casualty Operations Division (COD) monitors operations.
 - a. Analyzes mission, theater policies, and director's guidance.
 - b. Verifies all directed and implied tasks are accomplished.
 - c. Verifies that the theater Casualty Assistance Center (CAC) is fully operational.
 - d. Determines the critical informational requirements of the director, ASCC G1, and TSC.
 - e. Reviews organizations and elements supported within area of operation.
 - f. Reviews resources and external support requirements.
 - g. Reviews assignment of CLTs.
 - h. Reviews casualty reporting data.
 - i. Provides division personnel with operations guidance.
 - j. Briefs director and or ASCC G1, TSC on casualty operations as required.
 - k. Verifies casualty data and briefings procedures to be presented to ASCC G1.
 - l. Verifies with G4 the established Mortuary Affairs procedures for the identification and disposition of remains.
 - m. Verifies with the Postal Operations Directorate (POD) the established casualty mail procedures.
 - n. Verifies procedures to assist CMAOC on monitoring formal LOD investigations on deceased Soldiers.

3. COD personnel manages CLT resources.
 - a. Verifies CLT assignments with HROB.
 - b. Monitors time on ground with HROB.
 - c. Monitors availability dates of projected CLT changes/gains.

d. Coordinate with HROB to ensure CLTs are located at medical treatment facilities, mortuary affairs elements, and General Officer commands and have communications, facilities, and life support.

e. Coordinates with the HROB to develop requests to increase/decrease number of CLTs within theater, as appropriate.

4. COD personnel establishes the Casualty Assistance Center (CAC).

a. Coordinates with ASCC G1 and TSC as appropriate, for policies and specific requirements.

b. Coordinates with TSC HR SPO element for assignment of supporting CLT.

c. Implements casualty reporting procedures and controls.

5. COD personnel coordinates casualty reporting network.

a. Maintains liaison with CMAOC, ASCC G1, and HROB for technical guidance and reporting procedures.

b. Maintains liaison with ASCC G1 for theater policies and commander priorities.

c. Maintains liaison with HROBs.

d. Maintains liaison with G1/S1s of reporting units.

e. Verifies communications support for CLTs with ASCC/TSC G6.

f. Provides technical assistance for casualty reporting to CLTs, HROBs, and reporting units.

6. CAC personnel processes casualty reports.

a. Receives casualty reports from reporting units and CLTs.

b. Verifies reported information.

(1) Acquires missing information.

(2) Clarifies any information that is not clear.

(3) Cross-references reports to preclude duplicate submissions.

c. Completes transmission of verified reports.

d. Establishes control for reports that will require supplemental reports.

e. Maintains liaison with Postal Operation Division to maintain casualty mail.

f. Maintains accurate files of casualty reports and associated actions.

g. Monitors line of duty and 15-6 investigation on casualties.

7. COD personnel evaluates casualty reporting within the theater.

- a. Maintains accurate records of all casualty reports.
- b. Analyzes records to identify possible trends or discrepancies.
- c. Briefs Director, HRSC and others, as specified on actions required.
 Note: This step will only apply if the Theater Army Casualty Records Center is established.

8. COD personnel operates the Theater Army Casualty Records Center.

- a. Coordinates with CMAOC, ASCC G1, and TSC, as appropriate, for policies and specific requirements.
- b. Monitors open cases to ensure all required actions are completed.
- c. Maintains audit trails and files on all required and associated cases.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Director, HRSC assumed responsibility for casualty reporting within the theater.			
2. * Chief, COD monitored operations.			
3. COD personnel managed CLT resources.			
4. COD Personnel established the CAC.			
5. COD personnel coordinated casualty reporting network.			
6. CAC personnel processed casualty reports.			
7. COD personnel evaluated casualty reporting within the theater.			
8. COD personnel operated the Theater Army Casualty Records Center.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805C-420-7004	Administer Casualty Operations in Theater	805C - Adjutant General (Individual)	Approved
	805C-420-7006	Manage Evaluations Process	805C - Adjutant General (Individual)	Approved
	805C-42A-1255	Prepare Casualty Reports	805C - Adjutant General (Individual)	Approved
	805C-42A-4042	Implement Casualty Operations	805C - Adjutant General (Individual)	Approved
	805C-42H-8105	Coordinate Deployed Casualty Operations	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.2.1	Conduct Casualty Operations

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1

Material Items (NSN)

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. None

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).