

Summary Report for Individual Task
101-515-9101
Develop Mortuary Affairs Plans, Orders, Procedures and Reports
Status: Approved

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

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Lee, VA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned as a Mortuary Affairs Officer in the Field Services section of Support Operations (Sustainmentbrigade or higher). You have full access to reference materials, deployment data and prior planning. You have access to leader guidance and direction. Knowing the command focus on the mortuary affairs mission, the plan must be created prior to actual deployment. Some iterations of this task should be performed in MOPP 4.

Standard: TheMortuary Affairs plan must includethe following items: a Mortuary Affairs staff/command estimate,a Mortuary Affairs appendix to theArmy OPLAN / OPORD andintegrate reportable Mortuary Affairs information intologistics reports.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Perform Mortuary Affairs mission analysis.
 - a. Review higher headquarters plans and orders.
 - b. Determine specified, implied and essential tasks.
 - c. Identify risks associated with the tasks.
 - d. Estimate US fatalities.
 - e. Identify the assets and capabilities required to support the mission.
 - (1) Identify MA assets and capabilities organic to the command.
 - (2) Identify MA assets and capabilities projected in the Time Phase Force Deployment Data (TPFDD).
 - f. Identify cultural / religious requirements that will impact the handling of host nation, enemy, and detainee human remains.
2. Conduct course of action analysis.
 - a. Analyze the higher commander's intent and concept of operation.
 - b. Identify evacuation channels for human remains and personal effects.
 - c. Determine placement of MACPs based on geographic area support or direct unit support.
 - d. Determine mission command relationships for MACPs, and TMEPs.
 - e. Determine constraints / shortfalls in MA capabilities.
 - f. Develop the MA support concept for the operation.
3. Determine contractor capabilities in providing support to the Mortuary Affairs mission.
4. Write the MA Appendix to:
 - a. Tab H (Mortuary Affairs) Appendix I (Logistics) Annex F (Sustainment) in an Army OPLAN/OPORD.
 - b. Annex D (Logistics) in a Joint OPLAN/OPORD
5. Develop a MA Standard Operating Procedure for dissemination to all subordinate units.
 - a. Address all key MA issues incorporated into the MA appendix of the OPLAN/OPORD.
 - b. Determine reporting requirements.
 - c. Create a reporting requirement if none exist.
 - d. Assign recovery responsibilities.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: None

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Performed Mortuary Affairs mission analysis.			
a. Reviewed higher headquarters plans and orders.			
b. Determined specified, implied and essential tasks.			
c. Identified risks associated with tasks.			
d. Estimated US fatalities.			
e. Identified assets and capabilities required to support the mission.			
(1) Identified MA assets and capabilities organic to the command.			
(2) Identified MA assets and capabilities projected in the Time Phase Force Deployment Data (TPFDD).			
f. Identified cultural / religious requirements that impacted the handling of host nation, enemy and detainee human remains.			
2. Conduct course of action analysis.			
a. Analysed higher headquarters intent and concept of operation.			
b. Identified evacuation channels for human remains and personal effects.			
c. Determined placement of MACPs based on geographic area support or direct unit support.			
d. Determined mission command relationships of MACPs and TMEPs.			
e. Determined constraints / shortfalls in MA capabilities.			
f. Developed the MA support concept for the operation.			
3. Determined contractor capabilities in providing support to the Mortuary Affairs mission.			
4. Wrote the MA Appendix to:			
a. Tab H (Mortuary Affairs) Appendix I (Logistics) Annex F (Sustainment) in an Army OPLAN / OPORD.			
b. Annex D (Logistics) in a Joint OPLAN / OPORD.			
5. Develop a MA Standard Operating Procedure for dissemination to all subordinate units.			
a. Addressed all key MA issues incorporated in the MA appendix of the OPLAN / OPORD.			
b. Determined reporting requirements.			
c. Created a reporting requirement if none existed.			
d. Assigned recovery responsibilities.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 5-0	The Operations Process	No	No
	ADP 6-0 (Change 002, March 06, 2014)	Mission Command http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/adp6_0_new.pdf	No	No
	AR 638-2	CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	No	No
	DOD DIRECTIVE 1300.22E	Mortuary Affairs Policy	No	No
	FM 4-20.64	MORTUARY AFFAIRS OPERATIONS	No	No
	FM 6-0	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	No	No
	JP 4-06	Mortuary Affairs in Joint Operations	No	No
	PAM 638-2	PROCEDURES FOR THE CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	No	No

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.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
101-515-9106	Provide Guidance to Commanders on MA Programs, Disposition of Remains and Associated PE	101 - Quartermaster (Individual)	Analysis
101-515-9102	Coordinate Mortuary Affairs Plans, Orders, Procedures and Reports	101 - Quartermaster (Individual)	Proposed
101-515-9103	Coordinate Employment of MA assets	101 - Quartermaster (Individual)	Analysis

Supported Individual Tasks : None

Supported Collective Tasks : None