

Summary Report for Individual Task
101-92M-4601
Provide Assistance to the Mortuary Officer.
Status: Approved

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

Destruction Notice: None

Foreign Disclosure: FD6 - 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 foreign countries on a case-by-case basis.

Condition: In a classroom environment as the NCOIC of an OCONUS Army mortuary. Given an Army mortuary, mortuary officer, mortuary affairs personnel, equipment, supplies, forms, AR 638-2, DA PAM 638-2, and mortuary policies. This task should not be trained in MOPP 4.

Standard: Utilizing AR 638-2, DA PAM 638-2, and mortuary policies, provide assistance to the mortuary officer while processing and evacuating human remains with zero discrepancies.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Provide mortuary services.
 - a. Determine eligibility to receive mortuary services.
 - b. Maintain adequate stockage of servicable US interment flags.
 - c. Maintain adequate stockage of caskets.
 - (1) Wood.
 - (2) Metal.
 - d. Maintain adequate stockage of urns.
 - (1) Bronze.
 - (2) Wood.
 - e. Maintain adequate stockage of servicable transfer cases.
 - f. Control use of transfer cases.
 - g. Coordinate human remains viewing when requested by PADD.

Note: Viewings will not be permitted if they will delay the preparation and transportation of human remains.
2. Conduct human remains processing at an Army mortuary.
 - a. Verify mortuary service entitlement.
 - b. Determine disposition option.
 - (1) Procure specified casket if option selected.
 - (2) Procure specified urn if option selected.
 - (3) Coordinate arrangements for cremation if requested by PADD on DA Form 7302.
 - c. Obtain mortuary services.
 - d. Deliver clothing to the contract funeral home.
 - e. Inspect human remains.
 - (1) After embalming.
 - (2) After dressing.
 - (3) After placement in casket.
 - f. Arrange transportation to receiving funeral home.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the NCO a Go if they successfully complete all steps. Score the NCO a NO-GO if they fail to complete any step. If the NCO fails any step, show what they did wrong and how to do it correctly.

Evaluation Preparation: Use a predetermined site. Provide the NCO with required personnel and equipment to perform the task. If using mannequins for training purposes, ensure handling as if they are actual fatalities.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Provided Army mortuary services.			
a. Determined eligibility to receive mortuary services.			
b. Maintained adequate stockage of servicable US interment flags.			
c. Maintained adequate stockage of caskets.			
(1) Wood.			
(2) Metal.			
d. Maintained adequate stockage of urns.			
(1) Bronze.			
(2) Wood.			
e. Maintained adequate stockage of servicable transfer cases.			
f. Controled use of transfer cases.			
g. Coordinated human remains viewing when requested by PADD.			
2. Conducted human remains processing at an Army mortuary.			
a. Verified mortuary service entitlement.			
b. Determined disposition option.			
(1) Procured specified casket if option was selected.			
(2) Procured specified urn if option was selected.			
(3) Coordinated arrangements for cremation when requested by PADD on DA Form 7302.			
c. Obtained mortuary services.			
d. Delivered clothing to the contract funeral home.			
e. Inspected human remains.			
(1) After embalming.			
(2) After dressing.			
(3) After placement in casket.			
f. Arranged transportation to receiving funeral home.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 638-2	CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	Yes	Yes
	PAM 638-2	PROCEDURES FOR THE CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	Yes	Yes

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 : None

Supported Individual Tasks : None

Supported Collective Tasks : None