

Report Date: 29 May 2013

**Summary Report for Individual Task
805C-42A-1255
Prepare Casualty Reports
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: While assigned as an HR Specialist in a deployed theater you have received notification of a casualty and are required to prepare, validate and further process a casualty report. You have access to:

1. DA Form 1156, Casualty Feeder Report.
2. AR 600-8-1 (Army Casualty Program).
3. Defense Casualty Information Processing System-Casualty Forward (DCIPS-CF) Software.
4. Defense Casualty Information Processing System-Casualty Forward (DCIPS-CF) Users Manual.
5. The casualty's Enlisted Records Brief (ERB) or Officer Records Brief (ORB).
6. DD Form 93, Record of Emergency Data.
7. SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate.
8. Standard Office workstation.
9. Local Standing Operating Procedures.
10. Standard office supplies. This task should not be trained in MOPP.

Standard: Complete casualty reports with 100% accuracy and ensure they are forwarded to higher headquarters in accordance with Army standards.

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Verify the casualty's identification on the Casualty Feeder Report (DA Form 1156) and the casualty's ERB/ORB, DD Form 93, SGLV Form 8286 and SGLV Form 8285 (If applicable).
2. Extract information necessary to complete the casualty report from the casualty's DA Form 1156, ERB/ORB, DD Form 93, SGLV Form 8286 and SGLV Form 8285 (If applicable).
 - a. Casualty Type from DD Form 1156.
 - b. Casualty Status from DD Form 1156.
 - c. Category of Individual from the ERB/ORB.
 - d. Social Security Number from all source documents.
 - e. Name from all source documents.
 - f. Rank from all source documents.
 - g. Component from ERB/ORB.
 - h. Organization of Assignment from all source documents.
 - i. Duty Military Occupational Specialty (MOS) from ERB/ORB.
 - j. Date signed from the DD Form 93.
 - k. Date/Time of Incident from DA Form 1156.
 - l. Place of Incident from the DA Form 1156.
 - m. Circumstances from the DA Form 1156.
 - n. Inflicting Force from the DA Form 1156.
 - o. PEBD and BASD Date from the ERB/ORB.
 - p. The SGLI Date from the SGLV 8286.
 - q. Any additional information not already noted.
3. Prepare the casualty report.
 - a. Determine type of report to prepare.
 - (1) Read the feeder report.
 - (2) Identify which type of report needs to be prepared.
 - b. Identify Personnel type.
 - (1) Determine if military.

(2) Determine if civilian.

(3) Determine if family member.

c. Determine casualty status on DA Form 1156.

(1) Determine if the casualty is deceased.

(2) Determine if the casualty is missing.

(3) Determine if the casualty is wounded.

d. Access the casualty report using DCIPS.

e. Identify the casualty report message items that must be completed, based on the type of report, the Personnel Type, Casualty Type, and Casualty Status.

f. Input the Soldier's data in the appropriate casualty report message items for Initial Report by entering the following information on Casualty Tab. Personnel Information tab is NOT required for an initial report.

(1) INIT for Initial Casualty Report Type.

(2) Type of Casualty.

(3) Casualty Status.

(4) Report Number up to 8 characters.

(5) Category of Individual.

(6) Social Security Number (SSN).

(7) Name (Last and First).

(8) Rank (Once Service is selected).

(9) Personnel Type.

(10) Personnel Affiliation.

(11) Personnel Category.

(12) Service.

(13) Organization of Assignment.

(14) Date/Time of Incident.

(15) Place of Incident.

(16) Circumstances.

(17) Inflicting Force.

(18) Duty Military Occupational Specialty (MOS).

(19) DD Form 93 Dates.

(20) Pay entry service date (PEBD) and the basic active service date (BASD).

(21) Servicemembers' Group Life Insurance (SGLI) Date.

(22) Remarks.

4. Distribute the casualty report.

a. Dispatch an electronic copy of the casualty report.

b. File a copy of the casualty report.

c. Dispatch copies if casualty involves a death.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO".

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified the casualty's identification on the Casualty Feeder Report (DA Form 1156) and the casualty's ERB/ORB, DD Form 93, SGLV Form 8286 and SGLV Form 8285 (if applicable).			
2. Extracted information necessary to complete the casualty report from the casualty's DA Form 1156, ERB/ORB, DD Form 93, SGLV Form 8286 and SGLV Form 8285 (if applicable).			
3. Prepared the casualty report.			
4. Distributed the casualty report.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-1	ARMY CASUALTY PROGRAM	Yes	Yes
	DA FORM 1156	CASUALTY FEEDER REPORT	Yes	Yes
	DD FORM 93	RECORD OF EMERGENCY DATA	Yes	No
	VA FORM SGLV-8286	SERVICEMEMBERS GROUP LIFE INSURANCE ELECTION AND CERTIFICATE	Yes	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 FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-1304	Interpret the Enlisted Record Brief (ERB) and Officer Record Brief (ORB)	805C - Adjutant General (Individual)	Analysis Completed
805C-42A-1265	Maintain Emergency Notification Data	805C - Adjutant General (Individual)	Reviewed

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
12-6-0005	Conduct Casualty Operations	12 - Adjutant General (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL1	Enlisted	MOS: 42A, Skill Level: SL1, Duty Pos: UQH