

Summary Report for Individual Task
101-92M-4401
Manage Personal Effects Depot Tasks
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: Given a Personal Effects Depot, JP 4-06, AR 638-2, a Mortuary Affairs platoon augmented with support personnel, case file documents, assorted notional personal effects, secure storage areas, cleaning supplies, packing material, and shipping equipment. This task should not be trained in MOPP 4.

Standard: Manage Personal Effects Depot Tasks within guidelines established in JP 4-06.

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. Verify facility layout is in accordance with JP 4-06.
2. Assign individual duties to Mortuary Affairs and support personnel.
3. Verify that all Soldiers are trained to perform the duties required at each section.
4. Manage personnel as they perform the following tasks:
 - a. Ensure personal effects and records are received (tasks# 101-92M-1402, 2402, and 3403).
 - b. Ensure personal effects depot case file is prepared (tasks# 101-92M-1401, 2302, and 3402).
 - c. Ensure personal effects and records are processed (tasks#s 101-92M-1403, 2403, and 3404).
 - d. Ensure personal effects and records are shipped (tasks# 101-92M-2404 and 3401).
5. Maintain 100% accountability of all PE and records received, processed, stored, and shipped from the PE Depot.
6. Maintain communication with command, staff, and support channels at all times.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the NCO GO if all steps are passed (P). Score the NCO NO-GO if any step is failed (F). If the NCO fails any step, show what was done wrong and how to do it correctly.

Evaluation Preparation: Use a predetermined site. Provide the NCO with the required personnel, material, and equipment to perform the task.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified facility layout was in accordance with JP 4-06.			
2. Assigned individual duties to Mortuary Affairs and support personnel.			
3. Verified that all Soldiers were trained to perform the duties required at each section.			
4. Managed personnel as they performed the following tasks:			
a. Ensured personal effects and records were received (tasks# 101-92M-1402, 2402, and 3403).			
b. Ensured personal effects depot case file was prepared (tasks# 101-92M-1401, 2402, and 3402).			
c. Ensured personal effects and records were processed (tasks# 101-92M-1403, 2403, and 3404).			
d. Ensured personal effects and records were shipped (tasks# 101-92M-2404 and 3401).			
5. Maintained 100% accountability of all PE and records received, processed, stored, and shipped from the PE Depot.			
6. Maintained communication with command, staff, and support personnel at all times.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 638-2	CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	No	No
	JP 4-06	Mortuary Affairs in Joint Operations	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. "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."

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, 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, 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. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
101-92M-1401	Prepare a Personal Effects Depot Case File	101 - Quartermaster (Individual)	Approved
101-92M-1402	Assist with the Receipt of Personal Effects (PE) and Records at a Personal Effects Depot	101 - Quartermaster (Individual)	Approved
101-92M-3403	Supervise the Receipt of PE and Records at a PE Depot	101 - Quartermaster (Individual)	Approved
101-92M-3404	Supervise the Processing of PE and Records at a PE Depot	101 - Quartermaster (Individual)	Approved
101-92M-2404	Assist with the Shipment of Effects and Records From a PE Depot	101 - Quartermaster (Individual)	Approved
101-92M-3401	Ship Personal Effects From a Personal Effects Depot	101 - Quartermaster (Individual)	Approved
101-92M-1404	Assist with the Storage of Personal Effects at a Personal Effects Depot	101 - Quartermaster (Individual)	Approved
101-92M-3402	Verify Accuracy of PE Depot Case File	101 - Quartermaster (Individual)	Approved
101-92M-2402	Receive PE and Records at a PE Depot	101 - Quartermaster (Individual)	Approved
101-92M-1403	Assist with the Processing of PE and Records at a PE Depot	101 - Quartermaster (Individual)	Approved
101-92M-2403	Process PE and Records at a PE Depot	101 - Quartermaster (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None