

Summary Report for Individual Task  
101-92M-5101  
Serve as a Mortuary Affairs Advisor to the Joint Mortuary Affairs Office  
Status: Approved

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**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:** You are the senior mortuary affairs NCO in a staff position at the Joint Mortuary Affairs Office (JMAO). Given JP 4-06, FM 4-20.64, and AR 638-2. Some iterations of this task should be performed in MOPP 4.

**Standard:** Provide procedural guidance on all mortuary affairs matters within guidelines established in JP 4-06, FM 4-20.64, and AR 638-2.

**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. Provide Mortuary Affairs staff guidance to the Armed Forces G4 or TAACOM staff.
2. Provide guidance for coordination of the mortuary affairs support plan.
3. Provide guidance for the appropriate stockage levels of mortuary supplies and equipment maintained in theater.
4. Maintain inventory data on Service Component Command mortuary affairs equipment and materials.
5. Provide guidance on procedures for the search, recovery, evacuation, tentative identification, and disposition of human remains and personal effects.
6. Provide guidance for coordination with Service Component Commands for data on the recovery status of deceased and missing personnel when requested by unified command casualty reporting agencies.
7. Provide guidance for coordination of interment, disinterment, and reinterment of human remains within their area of responsibility.
8. Provide guidance for the coordination and establishment of sub-offices, as required, to supervise mortuary affairs activities on a Service component, subordinate joint force, or geographic basis.
9. Provide procedural guidance concerning transfer of enemy, friendly civilian, allied, and allied civilian human remains and their personal effects.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the NCO a Go if all steps are passed (P). Score the NCO a 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 Soldier with required personnel and equipment to perform the task. If mannequins will be used for training purposes ensure they are handled as actual fatalities.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Provided Mortuary Affairs staff guidance to the Armed Forces G4 or TAACOM staff.			
2. Provided guidance for coordination of the mortuary affairs support plan.			
3. Provided guidance for the appropriate stockage levels of mortuary supplies and equipment maintained in the theater.			
4. Maintained inventory data on Service Component Command mortuary affairs equipment and materials.			
5. Provided guidance on procedures for the search, recovery, evacuation, tentative identification, and disposition of human remains and personal effects.			
6. Provided guidance for coordination with Service Component Commands for data on the recovery status of deceased and missing personnel when requested by unified command casualty reporting agencies.			
7. Provided guidance for coordination of interment, disinterment, and reinterment of human remains within their area of responsibility.			
8. Provided guidance for the coordination and establishment of sub-offices, as required, to supervise mortuary affairs activities on a Service component, subordinate joint force, or geographic basis.			
9. Provided procedural guidance concerning transfer of enemy, friendly civilian, allied, and allied civilian human remains and their personal effects.			

**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	No
	FM 4-20.64	MORTUARY AFFAIRS OPERATIONS	Yes	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-3505	Organize Disinterment Operations	101 - Quartermaster (Individual)	Approved
101-92M-4701	Manage Mortuary Affairs Tasks at Brigade or Higher Level	101 - Quartermaster (Individual)	Approved
101-92M-3503	Organize Interment Operations	101 - Quartermaster (Individual)	Approved
101-92M-3007	Supervise Site/Scene Search for Biological and Physical Evidence	101 - Quartermaster (Individual)	Approved
101-92M-4202	Manage Mortuary Affairs Contaminated Remains Mitigation Site Tasks	101 - Quartermaster (Individual)	Approved
101-92M-3404	Supervise the Processing of PE and Records at a PE Depot	101 - Quartermaster (Individual)	Approved
101-92M-3201	Direct Mortuary Affairs Contaminated Remains Mitigation Site(MACRMS) Section Operations	101 - Quartermaster (Individual)	Approved
101-92M-3103	Supervise Collection Point Operations	101 - Quartermaster (Individual)	Approved
101-92M-3304	Supervise TMEP Receiving Operations	101 - Quartermaster (Individual)	Approved
101-92M-3303	Supervise TMEP Administrative Operations	101 - Quartermaster (Individual)	Approved
101-92M-3003	Supervise Recovery of Biological and Physical Evidence	101 - Quartermaster (Individual)	Approved
101-92M-2701	Train Unit Recovery teams	101 - Quartermaster (Individual)	Approved
101-92M-3102	Organize Collection Point Operations	101 - Quartermaster (Individual)	Approved
101-92M-3006	Supervise Excavation of Site/Scene	101 - Quartermaster (Individual)	Approved
101-92M-3403	Supervise the Receipt of PE and Records at a PE Depot	101 - Quartermaster (Individual)	Approved
101-92M-4301	Manage Theater Mortuary Evacuation Point (TMEP)	101 - Quartermaster (Individual)	Approved
101-92M-4401	Manage Personal Effects Depot Tasks	101 - Quartermaster (Individual)	Approved
101-92M-3305	Supervise TMEP Processing Operations	101 - Quartermaster (Individual)	Approved

101-92M-4501	Manage Interment Tasks	101 - Quartermaster (Individual)	Approved
101-92M-4502	Manage Disinterment Tasks	101 - Quartermaster (Individual)	Approved
101-92M-4602	Manage Mortuary Sections	101 - Quartermaster (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None