

Report Date: 16 Apr 2014

**Summary Report for Individual Task
101-92M-4304
Manage Theater Mortuary Evacuation Point Tasks
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: As the NCOIC of the theater mortuary evacuation point (TMEP) you must manage tasks performed by the receiving, processing, administrative, and shipping sections to ensure all decedents are processed in accordance to JP 4-06 and FM 4-20.64. This task should not be trained in MOPP 4.

Standard: Manage tasks within the four sections of the theater mortuary evacuation point within the guidelines of JP 4-06 and FM 4-20.64.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Verify the receiving section personnel complete the following tasks:
 - a. Verify the proper receipt of remains, effects, and records.
 - b. Verify the remains have been properly examined for any unexploded ordnance and for the presence of all necessary documentation.
 - c. Verify the accuracy and maintenance of the TMEP logbook.
 - d. Verify the remains, effects, and records have been transferred to the processing section.
2. Verify the processing personnel complete the following steps:
 - a. Verify the case file has been received from the receiving section.
 - b. Verify the inspection station completes the following tasks:
 - (1) Verify the removal of the DD Form 1380.
 - (2) Verify that the DD Form 1380 is placed in the case file.
 - (3) Verify the TMEP evacuation number is attached to the remains and human remains pouch (HRP).
 - (4) Verify that all paperwork matches the remains and TMEP evacuation number.
 - (5) Verify placement of the TMEP evacuation number on all paperwork (upper right corner).
 - (6) Verify remains are moved to the processing station.
 - c. Verify the processing station personnel complete the following steps:
 - (1) Verify that all paperwork match the remains and TMEP evacuation number.
 - (2) Verify remains are inspected for the presence of UXO or hazardous material.
 - (3) Verify explosive ordinance (EOD) personnel are notified if UXO is found on remains.
 - (4) Verify remains are moved outside.
 - (5) Verify remains are returned to processing station once the threat has been removed.
 - (6) Verify remains, clothing, and equipment are inspected for personal effects (PE) and identification media.
 - (7) Verify completion of DD Form 1076.
 - (8) Verify DD Form 1076 is placed in the case file.
 - (9) Verify PE bag is placed on remains.
 - d. Verify the quality control personnel complete the following tasks:

- (1) Verify that all paperwork matches the remains and the TMEP evacuation number.
 - (2) Verify remains and PE are inspected for hazardous material to ensure the remains are ready to be placed in the transfer case.
 - (3) Verify HRP is inspected for serviceability.
 - (4) Verify remains are moved to refrigeration trailer or moved to the shipping section.
 - (5) Verify the trailer number is annotated on the case file.
 - (6) Verify case file is delivered to the administrative section NCOIC.
3. Verify the administrative section personnel complete the following tasks:
- a. Verify case file and alpha index file preparation is done accurately.
 - b. Verify case file review is done accurately.
 - c. Verify coordination between the TMEP admin section and air terminal operations center (ATOC) personnel has been completed.
 - d. Verify admin section personnel, material, and equipment remain mission capable.
4. Verify the shipping section personnel complete the following tasks:
- a. Verify remains are received from the processing area.
 - b. Verify the remains are shrouded.
 - c. Verify transfer case being used is prepared for evacuation.
 - d. Verify case file is reviewed for accuracy.
 - e. Verify remains are fastened securely in the transfer case.
 - f. Verify transfer case is secured with seals.
 - g. Verify shipping labels are placed on the transfer case.
 - h. Verify transfer case number has been passed to the administrative section.
 - i. Verify documentation required by air mobility command (AMC) has been completed.
 - j. Verify shipping containers are loaded for transportation.
 - k. Verify shipping documents for remains.
 - l. Verify a signature is received on DD Form 1907 from AMC personnel when transferring custody of remains to them.

(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. Verified the receiving section personnel completed the following tasks:			
a. Verified the proper receipt of remains, effects, and records.			
b. Verified the remains had been properly examined for any unexploded ordnance and for the presence of all necessary documentation.			
c. Verified the accuracy and maintenance of the TMEP logbook.			
d. Verified the remains, effects, and records had been transferred to the processing section.			
2. Verified the processing personnel completed the following steps:			
a. Verified the case file had been received from the receiving section.			
b. Verified the inspection station completed the following tasks:			
(1) Verified the removal of the DD Form 1380.			
(2) Verified DD Form 1380 was placed in the case file.			
(3) Verified the TMEP evacuation number was attached to the remains and human remains pouch (HRP).			
(4) Verified that all paperwork matched the remains and TMEP evacuation number.			
(5) Verified placement of the TMEP evacuation number on all paperwork (upper right corner).			
(6) Verified remains were moved to the processing station.			
c. Verified the processing station personnel completed the following steps:			
(1) Verified that all paperwork matched the remains and TMEP evacuation number.			
(2) Verified remains were inspected for the presence of UXO or hazardous material.			
(3) Verified explosive ordnance (EOD) personnel were notified if UXO was found on remains.			
(4) Verified remains were moved outside.			
(5) Verified remains were returned to processing station once the threat had been removed.			
(6) Verified remains, clothing, and equipment were inspected for personal effects (PE) and identification media.			
(7) Verified completion of DD Form 1076.			
(8) Verified DD Form 1076 was placed in case file.			
(9) Verified PE bag was attached to the remains.			
d. Verified the quality control personnel completed the following tasks:			
(1) Verified that all paperwork matched the remains and the TMEP evacuation number.			
(2) Verified remains and PE were inspected for hazardous material to ensure the remains were ready to be placed in the transfer case.			
(3) Verified HRP was inspected for serviceability.			
(4) Verified remains were moved to refrigeration trailer or move to shipping section.			
(5) Verified trailer number was annotated on the case file.			
(6) Verified case file was delivered to the administrative section NCOIC.			
3. Verified the administrative section personnel completed the following tasks:			
a. Verified case file and alpha index file preparation was done accurately.			
b. Verified case file review was done accurately.			
c. Verified coordination between the TMEP admin section and air terminal operations center (ATOC) personnel had been completed.			
d. Verified admin section personnel, material, and equipment remained mission capable.			
4. Verified the shipping section personnel completed the following tasks:			

a. Verified remains were received from the processing area.			
b. Verified the remains were shrouded.			
c. Verified transfer case being used was prepared for evacuation.			
d. Verified case file was reviewed for accuracy.			
e. Verified remains were fastened securely in the transfer case.			
f. Verified transfer case was secured with seals.			
g. Verified shipping labels were placed on the transfer case.			
h. Verified transfer case number had been passed to the administrative section.			
i. Verified documentation required by air mobility command (AMC) had been completed.			
j. Verified shipping containers were loaded for transportation.			
k. Verified shipping documents for remains.			
l. Verified a signature was received on DD Form 1907 from AMC personnel when transferring custody of remains to them.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	FM 4-20.64	MORTUARY AFFAIRS OPERATIONS	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.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None