

Summary Report for Individual Task
101-92M-5112
Coordinate Mortuary Affairs Tasks at Division or Higher Level
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: As a Mortuary Affairs (MA) NCO assigned to a division or higher level staff (Division G4, ACofS, or Corps G4) within an Operational Environment (OE). Given JP 4-06, AR 638-2, and FM 4-20.64. This task should not be trained in MOPP 4.

Standard: Coordinate mortuary affairs tasks at Division or higher level staff utilizing guidance provided in JP 4-06, AR 638-2, and FM 4-20.64.

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. Receive notification of upcoming mission from higher headquarters.
2. Alert staff of upcoming mission.
3. Prepare an assessment that identifies the Mortuary Affairs (MA) support needed to meet the mission requirements vs. present capabilities.
4. Prepare a mission analysis that identifies the following:
 - a. Size and location of the Area of Responsibility (AOR).
 - b. Number of friendly forces within the AOR (including locations and missions).
 - c. Flow chart illustrating how human remains/Personal Effects (PE) will be evacuated from the AOR.
 - d. Contingency plans.
5. Assemble key staff /support personnel.
6. Prepare a plan to establish MA tasks within the Operational Environment (OE) to include:
 - a. Search and Recovery tasks.
 - b. Mortuary Affairs Collection Point (MACP) tasks.
 - c. Mortuary Affairs Contaminated Remains Mitigation Site (MACRMS) tasks.
 - d. Interment and Disinterment tasks.
 - e. Personal Effects Depot tasks.
 - f. Theater Mortuary Evacuation Point (TMEP) tasks.
7. Develop a plan for multinational operations to ensure:
 - a. Coordination between unified commands.
 - b. Joint doctrine takes precedence over all others.
 - c. Uniformity of records and reports regardless of nationality.
 - d. Accountability of records for human remains/PE/Decedent Effects (DE) transferred to host or allied nations.
 - e. Human remains/PE/DE are processed in accordance with international agreements.
 - f. Co-mingled U.S., allied, and enemy human remains are processed in accordance with international agreements.
 - g. Media requests go through the Public Affairs Officer (PAO).
 - h. Information request from any other source goes through Joint Mortuary Affairs Office (JMAO).

i. Human remains of United States (US) personnel (military/civilian) are evacuated to Outside the Continental United States/Continental United States (OCONUS/CONUS) mortuaries.

8. Advise Command and Staff (based on on assessments, analyses and plans).

9. Provide input to Operation Plan/Operation Order (OPLAN/OPORD).

10. Maintain communications with all MA units, support elements, and higher headquarters.

11. Review assessments and analyses after plans are implemented and as mission requirements change.

12. Revise assessments and analyses after plans are implemented and as mission requirements change.

13. Provide guidance to all commanders and MA units within the OE until mission is complete.

(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 NCO 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. Received notification of upcoming mission from higher headquarters.			
2. Alerted staff of upcoming mission.			
3. Prepared an assessment that identified the Mortuary Affairs (MA) support needed to meet the mission requirements vs. the present capabilities.			
4. Prepared a mission analysis that identified the following:			
a. Size and location of the Area of Responsibility (AOR).			
b. Number of friendly forces within the AOR (including locations and missions).			
c. Flow chart illustrating how human remains/Personal Effects (PE) were evacuated from the AOR.			
d. Contingency plans.			
5. Assembled key staff/support personnel.			
6. Prepared a plan that established MA tasks within the Operational Environment (OE) to include:			
a. Search and Recovery tasks.			
b. Mortuary Affairs Collection Point (MACP) tasks.			
c. Mortuary Affairs Contaminated Remains Mitigation Site (MACRMS) tasks.			
d. Interment and Disinterment Operations.			
e. Personal Effects Depot tasks.			
f. Theater Mortuary Evacuation Point (TMEP) tasks.			
7. Developed a plan for multinational operations to ensure:			
a. Coordination between unified commands.			
b. Joint doctrine took precedence over all others.			
c. Uniformity of records and reports regardless of nationality.			
d. Accountability of records for human remains/PE/DE transferred to host or allied nations.			
e. Human remains/PE/DE were processed in accordance with international agreements.			
f. Co-mingled United States (U.S.), allied, and enemy human remains were processed in accordance with international agreements.			
g. Media requests went through Public Affairs Office (PAO).			
h. Information requests from other sources went through Joint Mortuary Affairs Office (JMAO).			
i. Ensured remains of U.S. personnel (military and civilian) were evacuated to Outside the Continental United States/Continental United States (OCONUS/CONUS) mortuaries.			
8. Advised Command and Staff (based on assessments, analyses and plans).			
9. Provided input to Operation Plan/Operation Order (OPLAN/OPORD).			
10. Maintained communications with all MA units, support elements, and higher headquarters.			
11. Reviewed assessments and analyses after plans were implemented and as mission requirements changed.			
12. Revised assessments and analyses after plans were implemented and as mission requirements changed.			
13. Provided guidance to all commanders and MA units within the OE until mission was completed.			

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	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. "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-5104	Manage the Employment of Mortuary Affairs Activities	101 - Quartermaster (Individual)	Approved
101-92M-5102	Establish Plans and Procedures for Mortuary Affairs Operations	101 - Quartermaster (Individual)	Approved
101-92M-4701	Manage Mortuary Affairs Tasks at Brigade or Higher Level	101 - Quartermaster (Individual)	Approved
101-92M-5105	Establish Procedures for Contingency Plans in Support of Mortuary Affairs Activities	101 - Quartermaster (Individual)	Approved
101-92M-5107	Monitor Readiness of Mortuary Affairs Assets	101 - Quartermaster (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None