

Summary Report for Individual Task
805C-42B-6108
Report Casualty Information
Status: Approved

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Destruction Notice: None

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Condition: You are assigned as a battalion S-1 in a deployed environment and your unit has just sustained a casualty. You have access to the references listed on the enclosed table, Interactive Personnel Electronic Records Management System (iPERMS), Defense Casualty Information Processing System-Casualty Forward (DCIPS-CF), and an Army Human Resources Workstation (AHRW). Some iterations of this task should be performed in MOPP 4.

Standard: Integrate casualty reporting procedures in the unit that ensure all casualties are properly reported within theater standards, Next of Kin (NOK) notification is confirmed, remains and personal effects are recovered and S-1 key functions are accomplished without error.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You were notified that your unit has sustained a casualty.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: All required references and technical manuals not available online will be provided by the local command.

Performance Steps

1. Ensure all S-1 personnel are trained on casualty reporting procedures, maintain required copies of DA Form 1156, and understand how to use the form as a template or prompter to relay the essential elements of the casualty report by voice or electronic means as quickly as possible after a casualty incident occurs.
2. Receive notification that a casualty has occurred.
3. Extract casualty data from unit's reporting document as per unit standing operating procedures (SOP).
4. Initiate a heads-up phone call to the next higher headquarters and unit Chaplain.
5. Complete the initial (INIT) casualty report using DCIPS-CF and submit to higher headquarters within 3 hours of incident, or as conditions permit.
 - a. Ensure initial casualty reports for deceased/Duty Status Whereabouts Unknown (DUSTWUN) are authenticated by a field grade officer or higher prior to submission of INIT report.
 - b. Confirm data fields marked by an asterisk (*) are completed at a minimum to send a casualty report forward.
 - c. Confirm accuracy and completeness of the casualty report against all source documents.
 - d. Provide copies of DD93 and SGLV 8286 to next higher level/Casualty Area Command (CAC) IAW local SOP.
 - e. Forward any missing or changed data using supplemental reports (SUPP) until all information is complete.
6. Update duty status on Personnel Status Report (PERSTAT) and databases.
7. Monitor patient tracking in coordination with the medical officer and Casualty Liaison Teams (CLTs).
8. Confirm notification of Primary Next of Kin (PNOK).
9. Process awards, promotions, evaluations, and United States citizenship actions, if applicable.
10. Appoint a Summary Court Martial Officer (SCMO) for Personal Effects (PE), if required.
11. Coordinate for an Investigating Officer (IO) to conduct an AR 15-6 investigation (required for hostile deaths, suspected suicides, deaths resulting from military-related accidents, or friendly fire incidents).
12. Appoint Line of Duty (LOD) Investigating Officer for non-hostile injuries and deaths, as directed by commander.
13. Process casualty mail.
14. Prepare, review, and dispatch letters of sympathy and/or condolence.
15. Update commander throughout the process.
16. Track evacuated casualties back to home station.
17. Analyze personnel strength data to determine current capabilities and project future requirements.
18. Track the status and location of recovered personnel until they complete the reintegration process.

19. Maintain a personnel information data base on isolated, missing, detained, or captured personnel.
20. Coordinate with BN S-4 for movement of Personal Effects from the Mortuary Affairs collection point.
21. Assist Chaplain with memorial ceremony, as required.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. 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 "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Ensured all S-1 personnel were trained on casualty reporting procedures, maintained required copies of DA Form 1156, and understood how to use the form as a template or prompter to relay the essential elements of the casualty report by voice or electronic means as quickly as possible after a casualty incident occurs.			
2. Received notification that a casualty had occurred.			
3. Extracted casualty data from unit's reporting document as per unit SOP.			
4. Initiated a heads-up phone call to the next higher headquarters and unit Chaplain.			
5. Completed the INIT casualty report using DCIPS-CF and submitted to higher headquarters within 3 hours of incident, or as conditions permitted.			
6. Updated duty status on PERSTAT and databases.			
7. Monitored patient tracking with the medical officer and CLTs.			
8. Confirmed notification of PNOK.			
9. Processed awards, promotions, evaluations, and United States citizenship actions, if applicable.			
10. Appointed a SCMO for Personal Effects, if applicable.			
11. Coordinated for an Investigating Officer to conduct an AR 15-6 investigation.			
12. Appointed LOD Investigating Officer for non-hostile injuries and deaths, as directed by commander			
13. Processed casualty mail.			
14. Prepared, reviewed, and dispatched letters of sympathy and/or condolence.			
15. Updated commander throughout the process.			
16. Tracked evacuated casualties back to home station.			
17. Analyzed personnel strength data to determine current capabilities and project future requirements.			
18. Tracked the status and location of recovered personnel until they completed the reintegration process.			
19. Maintained a personnel information data base on isolated, missing, detained, or captured personnel.			
20. Coordinated with BN S-4 for movement of Personal Effects from the Mortuary Affairs collection point.			
21. Assisted the Chaplain with memorial ceremony, as required.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-25	SALUTES, HONORS, AND VISITS OF COURTESY	Yes	No
	AR 600-8-1	ARMY CASUALTY PROGRAM	Yes	Yes
	AR 600-8-4	Line of Duty Policy, Procedures, and Investigations	Yes	No
	AR 638-2	CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	Yes	No
	DA FORM 1156	CASUALTY FEEDER REPORT	Yes	No
	DCIPS FORWARD USER MANUAL	Defense Casualty Information Processing System Forward User Manual	Yes	No
	DD FORM 93	RECORD OF EMERGENCY DATA	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No
	SGLV FORM 8286	Servicemen's 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 ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer 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 :

Task Number	Title	Proponent	Status
805C-42B-6107	Conduct Personnel Information Management	805C - Adjutant General (Individual)	TMD Review

Supported Individual Tasks : None

Supported Collective Tasks : None