

**101-92M-1104**  
**Conduct Mortuary Affairs Collection Point Receiving Section Operations**  
**Status: Approved**

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**Security Classification: CUI** - Controlled unclassified information

**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Gregg-Adams, VA foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Conditions:** As a Mortuary Affairs Specialist in an operational area, you are assigned to an established Mortuary Affairs Collection Point (MACP). Your team leader instructs you to conduct MACP Receiving Section operations. You are given ATP 4-46, TG 195A, TOE and TDA equipment, notional human remains, notional personal effects, litter, litter stands, human remains pouch, personal effects bag, DD Form 565, DD Form 567, DD Form 1076, DD Form 1077, and appropriate level of PPE. Some iterations of this task should be performed in MOPP 4.

**Standards:** Conduct MACP Receiving Section operations by receiving human remains, portions, personal effects, and records without error and in accordance with ATP 4-46, Chapter 5, paragraph 5-52 through 5-60, using the GO/ NO GO criteria.

**Special Conditions:** Some iterations of this task should be performed in MOPP 4.

**Safety Risk:** Medium

**MOPP 4:** Sometimes

<b>Task Statements</b>
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**Cue:** Your team leader instructs you to conduct MACP Receiving Section operations.

## DANGER

It is essential that hazardous materials are accurately identified to ensure safe handling and disposal. Soldiers must constantly be alert for and avoid situations that may result in injury or death. At the training site, leaders must establish training safety overview procedures.

## WARNING

A Mortuary Affairs Specialist may encounter hazardous/contaminated materials in numerous settings. Soldiers must be alert to human error and know the capabilities and limitations of the equipment and vehicles they use. Following the proper safety procedures preserves troop strength by preventing personnel losses through accidents.

## CAUTION

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. Hazardous materials that a Mortuary Affairs Specialist may come into contact with can include, but are not limited to, unexploded munitions, explosives, blood, other potentially infectious materials, sharps, formaldehyde, and flammables. The dangers posed by hazardous materials can be serious, resulting in serious personal injury, permanent disabilities, and even death. The possibility of personal injury or damage to equipment may result from long-term failure to follow correct procedures.

**Remarks:** None

**Notes:** None

## Performance Steps

1. Wear appropriate level of PPE.
2. Receive human remains, portions, and personal effects:
  - a. Inspect human remains and personal effects for explosive hazards.
  - b. Prepare DD Form 1077:
    - (1) Prepare a new register every day.
    - (2) Confirm actual number of human remains delivered.
3. Check human remains for accompanying documents:
  - a. Remove Search and Recovery tags and place in case file folder.
  - b. Prepare two Mortuary Affairs Collection Point evacuation tags for each human remains.
  - c. Place Mortuary Affairs Collection Point evacuation tags on human remains and/or portions and the other tag on the human remains pouch.
  - d. Record data on DD Form 565, if no documents are available.

### 4. Process disassociated personal effects:

Note: Steps 4 and 5 require assistance to conduct MACP Receiving Section operations. The additional Soldiers necessary are not evaluated on this task. They are only used for safety, proper lifting procedures, and assistance during PE inventory.

- a. Record data on DD Form 1076.
  - b. Create a file in MARTS using DD Form 1076.
  - c. Prepare two disassociated personal effects tags.
  - d. Place disassociated personal effects with one copy of DD Form 1076 and tag in plastic slide-closure bag.
  - e. Place plastic slide-closure bag inside PE bag.
  - f. Place second tag on PE bag.
  - g. Record item on DD Form 1077.
5. Prepare human remains for movement to processing section:
- a. Initiate original and duplicate individual case file.
  - b. Move human remains to processing section or keep at receiving holding area under refrigeration until further processing.
  - c. Initiate case file in Mortuary Affairs Reporting and Tracking System (MARTS).
  - d. Remove PPE.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score Soldier a GO on a step when passing all sub-steps. Score Soldier a GO on task when all steps are complete. Score Soldier a NO GO when failing any step. When Soldier fails a step, explain what was incorrect and how to rectify it.

**Evaluation Preparation:** Use a predetermined site. Provide required personnel and equipment to perform the task. When using mannequins for training purposes, ensure handling as if they were actual fatalities. Read task condition, task standard and evaluation guidance to Soldier. Ask Soldier if

they have any questions before starting.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Wore appropriate level of PPE.			
2. Received human remains, portions, and personal effects:			
a. Inspected human remains and personal effects for explosive hazards.			
b. Prepared DD Form 1077:			
(1) Prepared a new register every day.			
(2) Confirmed actual number of human remains delivered.			
3. Checked human remains for accompanying documents:			
a. Removed Search and Recovery tags and placed in case file folder.			
b. Prepared two Mortuary Affairs Collection Point evacuation tags for each human remains.			
c. Placed Mortuary Affairs Collection Point evacuation tags on human remains and/or portions and the other tag on the human remains pouch.			
d. Recorded data on DD Form 565, if no documents were available.			
4. Processed disassociated personal effects:			
a. Recorded data on DD Form 1076.			
b. Created a file in MARTS using DD Form 1076.			
c. Prepared two disassociated personal effects tags.			
d. Placed disassociated personal effects with one copy of DD Form 1076 and tag in plastic slide-closure bag.			
e. Placed plastic slide-closure bag inside PE bag.			
f. Placed second tag on PE bag.			
g. Recorded item on DD Form 1077.			
5. Prepared human remains for movement to processing section:			
a. Initiated original and duplicate individual case file.			
b. Moved human remains to processing section or kept at receiving holding area under refrigeration until further processing.			
c. Initiated case file in MARTS.			
d. Removed PPE.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	ATP 4-46	"Multi -Service Tactics, Techniques, and Procedures for Mortuary Affairs in Theaters of Operations"	Yes	Yes	
	TG 195A	Safety and Health Guidance for Mortuary Affairs Operations: Infectious Materials	Yes	No	

**TADSS :** None

**Equipment Items (LIN):**

LIN	Name
G49966	Generator Set, Diesel Engine, 15KWW, 50/60HZ, Skid-Mounted: PU-829/G
T55054	Truck, Palletized (LHS): M1120A4
C18278	Computer System: Digital AN/UYQ-90(V)2

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	6530-01-343-3449		Disposal Container, Biohazardous, Plastic, 18 X 26 X 13 Inch, 18 Gallon, Red	1
	8135-00-292-2354		Tag, Shipping, Paper, Rectangular, 2-3/8 X 4-3/4 Inch, Buff Colored	1
	6530-01-523-3314	NA300A	Support Stand for Litter, Folding, Aluminum, Pair	1
	6530-01-461-4288		Bag, Biohazard Disposal, Strong, Pliable, Leak and Puncture Resistant, 19 X 23 Inch	1
	8105-00-837-7757		Bag, Plastic, A4, Flat, 12 X 12 Inch, Interlocking Seal 500S	1
	4110-01-534-7676	M57970	Mobile Integrated Remains Collection System	1
	2330-01-108-7367	W98825	Trailer Water: M149A2	1
	6515-00-982-7493		Mask, Surgical, Nonsterile, Nonwoven Fabric, Cupped, Adjustable Nosepiece	1
	6530-00-783-7205		Litter, Folding, Folding Pole, Aluminum Pole, 90 X 22-3/8 X 6-3/4 Inch	1
	6545-00-922-1200	NA4578	First Aid Kit, General Purpose	1
	7530-00-223-7939		Notebook, Stenographer's, 6 X 9 Inch 12S	1
	8465-00-174-0808		Bag, Personal Effects	1
	7530-00-281-5941		Folder Set, File, Manila, 8-7/8 X 11-1/2 Inch, 1/5 Cut 100S	1
	7520-01-386-1618		Pen, Ball-Point	1
	6515-01-515-0197		Glove, Examining, Powder-Free, Large	1
	6515-01-515-0195		Glove, Examining, Powder-Free, Small	1
	6515-01-515-0200		Glove, Examining, Powder-Free, Medium	1
	9930-01-331-6244		Pouch, Human Remains	1
	2320-01-354-3386	T61908	Truck Cargo: MTV W/E: M1083	1

**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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. "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 current Risk Management Doctrine. 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 current CBRN doctrine. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Litters and other equipment will be thoroughly scrubbed. These precautions are required to prevent the spread of disease and contamination. When handling remains personal hygiene and safety must be maintained as they pertain to the practices of personal environmental disinfection and decontamination by practitioners of mortuary services. The wearing of protective clothing, as required by the Armed Force Public Health Guidelines, such as surgical gowns, gloves, masks (cotton and/or OSHA type oral nasal, goggles and/or glasses) will be minimize transmission of infectious agents associated with the medical and paramedical environments. Mortuary affairs personnel should also receive an annual physical examination and adhere to an effective program of routine prophylactic immunizations. Litters and other equipment will be thoroughly scrubbed. These precautions are required to prevent the spread of disease and contamination. The wearing of protective clothing as required by the Armed Forces Public Health Guidelines, such as surgical gowns, gloves, masks (Cotton and/or OSHA type oral nasal, goggles and/or glasses) will minimize the transmission of infectious agents associated with the medical and paramedical environments.

### Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
101-92M-1000	Wear Personal Protective Equipment	101 - Quartermaster (Individual)	Approved
101-92M-1106	Record Data on DD Form 1076	101 - Quartermaster (Individual)	Approved
101-92M-1102	Maintain Mobile Integrated Remains Collection System	101 - Quartermaster (Individual)	Approved
101-92M-1103	Recover Mobile Integrated Remains Collection System	101 - Quartermaster (Individual)	Approved
101-92M-1001	Remove Personal Protective Equipment	101 - Quartermaster (Individual)	Approved
101-92M-1004	Record Data on DD Form 567	101 - Quartermaster (Individual)	Approved

101-92M-1107	Record Data on DD Form 1077	101 - Quartermaster (Individual)	Approved
101-92M-1100	Set up Mobile Integrated Remains Collection System	101 - Quartermaster (Individual)	Approved
101-92M-1005	Record Data on DD Form 565	101 - Quartermaster (Individual)	Approved
101-92M-1101	Operate Mobile Integrated Remains Collection System	101 - Quartermaster (Individual)	Approved

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**Knowledges :**

Knowledge ID	Knowledge Name
101-K-M006	Know OSHA requirements for the situation.
101-K-M007	Know procedures for EOD safety.
101-K-M026	Knowledge of MACP mission.
101-K-M002	Know how to identify risks and hazards.
101-K-M029	Knowledge of procedures for handling remains.
101-K-M020	Know what information is required for each data element on the required forms and documents.
101-K-M021	Know required number of copies for original forms and documents.
101-K-M022	Know proper location for original forms and documents and respective copies.

**Skills :**

Skill ID	Skill Name
101-S-M031	Ability to perform the Mortuary Affairs Collection Point (MACP) mission.
101-S-M018	Ability to complete data elements on the required forms and documents.
101-S-M019	Ability to prepare sufficient copies of the required forms and documents.
101-S-M020	Ability to review all forms, documents, and records for completeness and accuracy.
101-S-M028	Ability to follow proper procedures for handling remains.
101-S-M037	Ability to follow proper procedures for handling personal effects.

**ICTL Data :** None