

Report Date: 29 Apr 2015

Summary Report for Individual Task
101-92M-1105
Record Data on DD Form 1075 (Convoy List of Remains of Deceased Personnel)
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 specialist in an operational environment assigned to a mortuary affairs collection point, given ATP 4-46, JP 4-06, TG 195, blank DD Form 1075, writing utensil, notional human remains, and notional personal effects. Some iterations of this task should be performed in MOPP 4.

Standard: Record data on DD Form 1075 by completing all data blocks with 100% accuracy IAW ATP 4-46.

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. Prepare DD Form 1075:

- a. Complete DD Form 1075 at a MA facility.
- b. Use the terms "UNKNOWN" or "UNK" if entry cannot be verified.

2. Enter information on DD Form 1075:

a. Enter FROM in block 1.

Note: The designation of the MA facility or unit initiating the evacuation of human remains.

b. Enter TO in block 2.

Note: The destination of the human remains.

c. Enter the DATE PREPARED (YYYYMMDD) in block 3.

Note: The date DD Form 1075 was prepared.

d. Enter the PAGE in block 4.

Note: Enter the individual page number in relation to the series of page numbers (1 of 2, 3 of 4, etc.).

e. Enter the VEHICLE/AIRCRAFT ID NUMBER in block 5.

Note: Enter bumper numbers, tail numbers and any other information identifying the mode of transportation.

f. Enter the EVACUATION NUMBER in block 6 (per JP 4-06).

g. Enter the TENTATIVELY IDENTIFIED DECEDENT in block 7:

(1) Enter the believed to be NAME of the decedent (Last, First, MI or Unidentified) in block 7a.

(2) Enter the GRADE of the decedent in block 7b.

(3) Enter the SSN of the decedent in block 7c.

(4) Enter the ORGANIZATION of the decedent in block 7d.

h. Enter AIRCRAFT/VEHICLE DEPARTED in block 8:

(1) Enter the TIME (HHMM) the convoy/aircraft departed the evacuating unit in block 8a.

(2) Enter the DATE (YYYYMMDD) the convoy/aircraft departed the evacuating unit in block 8b.

i. Enter the AIRCRAFT/VEHICLE COMMANDER in block 9:

(1) Enter the NAME (Last, First, MI) of the aircraft or vehicle commander in block 9a.

(2) Enter the GRADE of the aircraft or vehicle commander in block 9b.

(3) Enter the ORGANIZATION of the aircraft or vehicle commander in block 9c.

(4) Ensure aircraft/vehicle commander provides SIGNATURE in block 9d.

(5) Ensure aircraft/vehicle commander enters DATE SIGNED (YYYYMMDD) in block 9e.

j. Enter AIRCRAFT/VEHICLE ARRIVED in block 10:

(1) Enter TIME (HHMM) the vehicle arrived at the receiving MA facility in block 10a.

(2) Enter the DATE (YYYYMMDD) the vehicle arrived at the receiving MA facility in block 10b.

k. Enter the RECEIVING OFFICIAL in block 11:

(1) Enter the NAME (Last, First, MI) of the receiving official in block 11a.

(2) Enter the GRADE of the receiving official in block 11b.

(3) Enter the ORGANIZATION of the receiving official in block 11c.

(4) Ensure the receiving official provides SIGNATURE in block 11d.

(5) Ensure the receiving official enters DATE SIGNED (YYYYMMDD) in block 11e.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if they successfully complete all steps. Score the Soldier a NO GO if they fail to complete any step. If the Soldier fails any step, show what they did 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 using mannequins for training purposes, ensure they are handled as if they were actual decedents.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared DD Form 1075:			
a. Completed DD Form 1075 at a MA facility.			
b. Used the term "UNKNOWN" or "UNK" if entry could not be verified.			
2. Entered information on DD Form 1075:			
a. Entered FROM in block 1.			
b. Entered TO in block 2.			
c. Entered the DATE PREPARED (YYYYMMDD) in block 3.			
d. Entered the PAGE in block 4.			
e. Entered the VEHICLE/AIRCRAFT ID NUMBER in block 5.			
f. Entered the EVACUATION NUMBER in block 6 (per JP 4-06).			
g. Entered the TENTATIVELY IDENTIFIED DECEDENT in block 7:			
(1) Entered the believed to be NAME of the decedent (Last, First, MI or Unidentified) in block 7a.			
(2) Entered the GRADE of the decedent in block 7b.			
(3) Entered the SSN of the decedent in block 7c.			
(4) Entered the ORGANIZATION of the decedent in block 7d.			
h. Entered AIRCRAFT/VEHICLE DEPARTED in block 8:			
(1) Entered the TIME (HHMM) the convoy/aircraft departed the evacuating unit in block 8a.			
(2) Entered the DATE (YYYYMMDD) the convoy/aircraft departed the evacuating unit in block 8b.			
i. Entered the AIRCRAFT/VEHICLE COMMANDER in block 9:			
(1) Entered the NAME (Last, First, MI) of the aircraft or vehicle commander in block 9a.			
(2) Entered the GRADE of the aircraft or vehicle commander in block 9b.			
(3) Entered the ORGANIZATION of the aircraft or vehicle commander in block 9c.			
(4) Ensured the aircraft/vehicle commander provided SIGNATURE in block 9d.			
(5) Ensured aircraft/vehicle commander entered DATE SIGNED (YYYYMMDD) in block 9e.			
j. Entered AIRCRAFT/VEHICLE ARRIVED in block 10:			
(1) Entered TIME (HHMM) the vehicle arrived at the receiving MA facility in block 10a.			
(2) Entered the DATE (YYYYMMDD) the vehicle arrived at the receiving MA facility in block 10b.			
k. Entered the RECEIVING OFFICIAL in block 11:			
(1) Entered the NAME (Last, First, MI) of the receiving official in block 11a.			
(2) Entered the GRADE of the receiving official in block 11b.			
(3) Entered the ORGANIZATION of the receiving official in block 11c.			
(4) Ensured the receiving official provided SIGNATURE in block 11d.			
(5) Ensured the receiving official entered DATE SIGNED (YYYYMMDD) in block 11e.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-46	Contingency Fatality Operations	Yes	Yes
	JP 4-06	Mortuary Affairs in Joint Operations	Yes	No
	TG 195	Safety and Health Guidance for Mortuary Affairs 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 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. 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 : None

Supported Individual Tasks : None

Supported Collective Tasks : None