

Summary Report for Individual Task
101-92M-2008
Record Data on DD Form 1074 (Questionnaire of Local Inhabitants)
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 NCO working in a field environment given JP 4-06, FM 4-20.64, DD Form 1074 (Questionnaire of Local Inhabitants), and a local inhabitant who has knowledge of unrecovered remains. Some iterations of this task should be performed in MOPP 4.

Standard: Record data on DD Form 1074 IAW FM 4-20.64, Appendix C.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: Your section sergeant has instructed you to prepare a DD Form 1074 while talking with the local inhabitants.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Question local inhabitants for information concerning unrecovered remains thought to be located in the area.

Note: Use an interpreter when needed.

2. Record data on DD Form 1074 (see FM 4-20.64, Appendix C).

Note: If any entry on this form cannot be verified, use the terms "UNKNOWN" or "UNK" as applicable.

a. Record the name, address, occupation, and date interviewed, of the person being interviewed in block 1.

b. Enter an X in the appropriate "Yes/No" block (2a) when remains are believed to be U.S. Forces.

c. Enter the name of the person(s) who interred the remains in block 2b.

d. Enter the date the person(s) who interred the remains gives as the date of death in block 2c.

e. Enter the date the deceased was interred in block 2d.

f. Enter location where the remains were interred, including the grid coordinates and reference points.

g. Enter an X in the appropriate "Yes/No" block (3a) when U.S. Forces remains are believed to be above ground.

h. Enter the name of the person(s) who found the remains in block 3b.

i. Annotate location where the remains are presently located, including grid coordinates, in block 3c.

j. Enter the date of death in block 3d.

k. Enter an X in the appropriate "Yes/No" block (4) if the person who found the remains was a witness to the death.

l. Enter an X in the appropriate "Yes/No" block (5) to identify if remains were recovered from an aircraft or armored vehicle.

m. Enter an X in the appropriate "Yes/No" block (6) if the area where the remains are located is mined and/or booby-trapped.

n. Enter an X in the appropriate "Yes/No" block (7a) if the remains were tentatively identified prior to burial.

o. Enter the name of person, title, and address of the person who tentatively identified the remains in block 7b (1-3).

p. Enter an X in the appropriate "Yes/No" block (8a) to identify whether personal effects were recovered with the remains.

q. Enter the present location of recovered personal effects in block 8b.

r. Enter an X in the appropriate "Yes/No" block (9a) if government property was found and/or recovered with the remains.

s. Record the present location of government property in block 9b.

t. Enter an X in the appropriate "Yes/No" block (10a) if U.S Forces were given medical treatment prior to death.

u. Record, in block 10b, the name of the person who provided medical aid.

- v. Enter the name and location of the medical facility (grid coordinates) in block 10d.
- w. Enter an X in the appropriate "Yes/No" block (11a) to identify if remains were mistreated prior to or after death.
 - (1) Enter the name of the person who mistreated the remains in block 11b.
 - (2) Enter the name and address of the person who witnessed the mistreatment in block 11c (1-2).
- x. Record additional information, if needed, in block 12.
- y. Complete block 13a-e as the preparing official.
 - (1) Enter the name of the preparing official (Last, First, MI) in block 13a.
 - (2) Enter the grade of the preparing official as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10) in block 13b.
 - (3) Enter the preparing official's unit of assignment or organization in block 13c.
 - (4) Enter the signature of the preparing official in block 13d.
 - (5) Enter the date the preparing official signed the document, entered as YYYYMMDD, in block 13e.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the NCO GO if all steps are passed (P). Score the NCO 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 and provide the NCO with all required materials and equipment. Tell the NCO that a mannequin(s) or skeleton will be used in place of a decedent for training purposes. The NCO should treat the mannequin or skeleton as though it were an actual fatality.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Questioned local inhabitants for information concerning remains located in the area.			
2. Recorded data on DD Form 1074.			
a. Recorded the name, address, occupation, and date interviewed, of the person being interviewed in block 1.			
b. Entered an X in the appropriate "Yes/No" block (2a) when remains were believed to be U.S. Forces.			
c. Entered the name of the person(s) who interred the remains in block 2b.			
d. Entered the date the person(s) who interred the remains gave as the date of death in block 2c.			
e. Entered the date the deceased was interred in block 2d.			
f. Entered location where the remains were interred including the grid coordinates and reference points in block 2e.			
g. Entered an X in the appropriate "Yes/No" block (3a) when U.S. Forces remains were believed to be above ground.			
h. Entered the name of the person(s) who found the remains in block 3b.			
i. Annotated location where the remains were located, including grid coordinates, in block 3c.			
j. Entered the date of death in block 3d.			
k. Entered an X in the appropriate "Yes/No" block (4) if the person who found the remains was a witness to the death.			
l. Entered an X in the appropriate "Yes/No" block (5) to indicate if remains were recovered from an aircraft or armored vehicle.			
m. Entered an X in the appropriate "Yes/No" block (6) if the area where the remains were located was mined and/or booby-trapped.			
n. Entered an X in the appropriate "Yes/No" block (7a) if the remains were tentatively identified prior to burial.			
o. Entered name of person, title, and address of the person who tentatively identified the remains in block 7b (1-3).			
p. Entered an X in the appropriate "Yes/No" block (8a) to identify whether personal effects were recovered with the remains.			
q. Entered the present location of the personal effects in block 8b.			
r. Entered an X in the appropriate "Yes/No" block (9a) if government property was found and/or recovered with the remains.			
s. Recorded the location of U.S. government property in block 9b.			
t. Entered an X in the appropriate "Yes/No" block (10a) if U.S Forces were given medical treatment prior to death.			
u. Recorded, in block 10b, the name of the person who provided medical aid .			
v. Entered, in blocks 10c-d, the name and location of the medical facility (grid coordinates).			
w. Entered an X in the appropriate "Yes/No" block (11a) to identify if remains were mistreated prior to or after death.			
(1) Entered the name of the person who mistreated the remains in block 11b.			
(2) Entered the name and address of the person who witnessed the mistreatment in block 11c (1-2).			
x. Recorded additional information, if needed, in block 12.			
y. Completed block 13a-e as the preparing official.			
(1) Entered the name of the preparing official (Last, First, MI) in block 13a.			
(2) Entered the grade of the preparing official as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10) in block 13b.			
(3) Entered the preparing official's unit of assignment or organization in block 13c.			
(4) Entered the signature of the preparing official in block 13d.			
(5) Entered the date the preparing official signed the document, entered as YYYYMMDD, in block 13e.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	FM 4-20.64	MORTUARY AFFAIRS OPERATIONS	Yes	Yes
	JP 4-06	Mortuary Affairs in Joint Operations	Yes	Yes

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.

Strict adherence to proper search procedures when entering the search area due to presence of possible mines and booby-traps, NBC contamination, enemy snipers and guerrilla forces.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
101-92M-2006	Prepare Search and Recovery Documents	101 - Quartermaster (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
101-92M-1002	Assist with the Preparation of a Search & Recovery Case File	101 - Quartermaster (Individual)	Approved
101-92M-1101	Prepare a Collection Point Case File	101 - Quartermaster (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None