

Report Date: 17 Apr 2014

**Summary Report for Individual Task
101-92M-4003
Establish Procedures on Search and Recovery and Evacuation of Human Remains
Status: Approved**

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DESTRUCTION NOTICE: None

Condition: As a senior mortuary affairs NCO assigned to one of the many positions within a theater of operations (Division G4; MSB, or FSB). You have just received orders from higher headquarters to organize collection point operations within your unit's area of responsibility. Given JP 4-06, FM 4-20.64, operation orders, reports, area maps, map overlays, fully staffed and equipped collection point teams, and open channels of communication with all friendly units within the theater of operations. This task should not be trained in MOPP 4.

Standard: Establish and implement procedures on the search, recovery, and evacuation of remains within guidelines of JP 4-06 and FM 4-20.64.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Establish the following procedures for the search, recovery, and evacuation of remains:

- a. Verify search and recovery techniques are specifically tailored by the assigned senior MA NCO to meet mission requirements.
- b. Verify all other units follow standard procedures listed below in steps 2-4.
- c. Verify subordinate units develop a TACSOP that supports their higher command.
- d. Prepare MA annexes to OPORD/OPLAN.
- e. Train soldiers to conduct MA operations in a designated theater of operation (TO) prior to deployment.
- f. Verify that special planning considerations are taken during multinational operations to ensure cooperation and compliance with joint doctrine.
- g. Establish the integration of MA personnel, techniques, and equipment with civilian or government agencies that have jurisdiction over a mass casualty site to ensure compliance with applicable federal or state procedural guidance.
- h. Establish communication channels between CJMAO, JMAO, MA activities, responsible commands, and required support elements.

2. Establish the following procedures for the search of remains:

- a. Verify execution of either the open or closed search technique.
- b. Coordinate for any required additional support elements such as transportation, EOD, chemical, biological, radiological, nuclear (CBRN), medical, engineer, field services, supply, and security personnel.
- c. Coordinate for non- MA personnel from the responsible command to assist in or conduct search operations.

3. Establish procedures for the recovery of remains:

- a. Identify the required documents to be included in the search and recovery case file.
 - (1) Describe DD Form 890, Record of identification processing.
 - (2) Describe DD Form 1076, Record of personal property/Personal effects.
 - (3) Describe DD Form 1074, Questionnaire of local inhabitants.
 - (4) Describe DD Form 565, Statement of recognition of deceased.
 - (5) Requirements for recovery site scene sketch.
 - (6) Describe Recovery site map overlay.
 - (7) Requirements for recovery scene photos.
 - (8) Requirements for DD Form 567, Record of search and recovery.

- b. Coordinate for non- MA personnel from the responsible command to assist in or conduct recovery operations.
4. Establish the following procedures for the evacuation of remains:
- a. Describe the types of evacuation techniques.
 - b. Verify DD Form 1075 (convoy list of remains) is present.
 - c. Coordinate for non- MA personnel from the responsible command to serve as escorts during evacuation.

(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 soldier 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. Established the following procedures for the search, recovery, and evacuation of remains:			
a. Verified search and recovery techniques are specifically tailored by the assigned senior MA NCO to meet mission requirements.			
b. Verify all other units follow standard procedures listed below in steps 2-4.			
c. Verified subordinate units developed a TACSOP that supported their higher command.			
d. Prepared MA annexes to OPORD/OPLAN.			
e. Trained their soldiers to conduct MA operations in a designated theater of operation (TO) prior to deployment.			
f. Verified that special planning considerations were taken during multinational operations to ensure cooperation and compliance with joint doctrine.			
g. Established the integration of MA personnel, techniques, and equipment with civilian or government agencies that had jurisdiction over a mass casualty site and ensured compliance with applicable federal or state procedural guidance.			
h. Established communication channels between CJMAO, JMAO, MA activities, responsible commands, and required support elements.			
2. Established the following procedures for the search of remains:			
a. Verified execution of either the open or closed search technique.			
b. Coordinated for any required additional support elements such as transportation, EOD, chemical, biological, radiological, nuclear (CBRN), medical, engineer, field services, supply, and security personnel.			
c. Coordinated for non- MA personnel from the responsible command to assist in or conduct search operations.			
3. Established procedures for the recovery of remains:			
a. Identified required documents were included in the search and recovery case file.			
(1) Describe DD Form 890, Record of identification processing.			
(2) Describe DD Form 1076, Record of personal property/Personal effects.			
(3) Describe DD Form 1074, Questionnaire of local inhabitants.			
(4) Describe DD Form 565, Statement of recognition of deceased.			
(5) Requirement for a recovery site scene sketch.			
(6) Described recovery site map overlay.			
(7) Requirements for recovery scene photos.			
(8) Requirements for DD Form 567, Record of search and recovery.			
b. Coordinated for non- MA personnel from the responsible command to assist in or conduct recovery operations.			
4. Established the following procedures for the evacuation of remains:			
a. Verified the execution of evacuation techniques.			
(1) Fixed wing.			
(2) Rotary wing.			
(3) Ground transportation.			
b. Verified the compilation of evacuation documents.			
c. Coordinated for non- MA personnel from the responsible command to serve as escorts during evacuation.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	FM 4-20.64	MORTUARY AFFAIRS OPERATIONS	Yes	No
	JP 4-06	Mortuary Affairs in Joint Operations	No	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 : None

Supported Individual Tasks : None

Supported Collective Tasks : None