

Summary Report for Individual Task  
805C-42A-4042  
Implement Casualty Operations  
Status: Approved

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**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 USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are the Senior HR NCO and are responsible for implementing casualty operations. You have access to FM 1-0 (Human Resources Support), AR 638-8 (Army Casualty Program), DA PAM 638-8 (Procedures for Army Casualty Program), AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations), and access to HR enabling systems. Some iterations of this task should be performed in MOPP 4.

**Standard:** With a minimum of 70% accuracy, develop a unit casualty Standing Operating Procedures (SOP), execute pre-deployment casualty actions, receive casualty information from subordinate or attached units, and identify additional S-1 casualty duties and responsibilities.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

<b>Task Statements</b>
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**Cue:** You have just received notification that your unit as sustained a casualty.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Develop unit Casualty Standing Operating Procedures (SOP).
    - a. Determine unit battle roster consistent with doctrinal guidance.
    - b. Identify methods of collecting casualty data within the area of operation.
    - c. Determine a means of verifying the casualty status of a person.
    - d. Develop the process for verifying the accuracy of all casualty information.
    - e. Format letters of sympathy, condolence, and concern.
    - f. Develop memorial SOP In coordination with the chaplain.
    - g. Ensure casualty operations are included in all OPORDs.
  2. Execute pre-deployment casualty actions.
    - a. Identify trained Summary Court Martial Officers (SCMO).
    - b. Ensure that DD Form 93, SGLV, and unit specific casualty assistance documents are up-to-date.
    - c. Ensure rear detachment members are trained as Casualty Notification Officers (CNOs) and Casualty Assistance Officers (CAOs).
    - d. Update Soldiers' Officer Record Briefs (ORB) and Enlisted Record Briefs (ERBs).
    - e. Confirm access to DCIPS-CR/CF.
    - f. Identify requirements for Fatal Accident Briefing.
    - g. Brief the Family Readiness Group (FRG) on the casualty notification process.
    - h. Ensure that all assigned or attached personnel are trained on and maintain required copies of DA Form 1156.
  3. Receive casualty information from subordinate or attached units (information may be received via casualty reporting system, DA Form 1156s, radio, or by other available methods).
    - a. Notify the commander and chaplain when a casualty occurs.
    - b. Verify casualty information through outside agencies, including Casualty Liaison Teams (CLT), Mortuary Affairs (MA) collection points, straggler information, provost marshal channels, or other means.
    - c. Submit initial casualty reports to higher headquarters using DCIPS-CR/CF when available or via DA Form 1156 when DCIPS-CF is not available.
    - d. When required, ensure a field grade officer reviews and authenticates casualty information prior to submission of the initial report.
- (1) Initiate a heads-up phone call to the next higher level.

(2) Record the phone call (who you spoke with, date and time) for audit trail purposes.

e. Provide supplemental casualty report information whenever any additional casualty information is confirmed.

f. Process posthumous promotions, awards, U.S. citizenship actions, if applicable.

4. Identify additional casualty duties and responsibilities.

a. Appoint SCMO for personal effects.

b. Coordinate with S-4 for movement of personal effects.

c. Log shipment information (date of pick up, who picked up, verify destination of NOK).

d. Coordinate for an investigating officer to conduct AR 15-6 investigations (required for hostile deaths, suspected suicides, deaths resulting from military-related accidents, or friendly fire incidents).

e. Appoint Line of Duty (LOD) investigating officer for non-hostile injuries and deaths, as directed by commander.

(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. Developed unit Casualty Standing Operating Procedures (SOP).			
2. Executed pre-deployment casualty actions.			
3. Received casualty information from subordinate or attached units.			
4. Identified additional casualty duties and responsibilities.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-25	SALUTES, HONORS, AND VISITS OF COURTESY	Yes	No
	AR 600-8-4	Line of Duty Policy, Procedures, and Investigations	Yes	No
	AR 638-2	ARMY MORTUARY AFFAIRS PROGRAM	Yes	No
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	DD FORM 93	RECORD OF EMERGENCY DATA	Yes	No
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	No
	PAM 638-2	PROCEDURES FOR THE CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	Yes	No
	PAM 638-8	PROCEDURES FOR THE ARMY CASUALTY PROGRAM	Yes	Yes
	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-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None