

Training and Evaluation Outline Report

Task Number: 12-9-1234

Task Title: Plan Establishment of Theater Casualty Assistance Center

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Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	No
	ATP 1-0.2	Theater-Level Human Resources Support	Yes	No
	ATP 4-93	Sustainment Brigade	Yes	No
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes

Condition: The Human Resources Sustainment Center (HRSC) will deploy to an operational theater in support of Unified Land Operations. The HRSC receives a warning order to plan for establishment of a Theater Casualty Reporting System, to include a Theater Casualty Assistance Center. The supported command's operations order (OPORD)/deployment order or draft is available. The director issues his/her assessment and planning guidance for providing human resources support. Unit Standing Operating Procedures (SOP) as well as AR 600-8-1, ATP 1-0.2, ATP 4-93, ATP 4-94, and FM 1-0 are available. The section has appropriate connectivity to both Nonsecure Internet Protocol Router (NIPR) and Secret Internet Protocol Router (SIPR) Networks and access to all added Army systems. Technical guidance is received from the Human Resources Command (HRC). Communications are established with appropriate Army Service Component Command (ASCC) G1, and Support Operations (SPO) Branch, Theater Sustainment Command (TSC) or Expeditionary Sustainment Command (ESC), as appropriate. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Complete coordination and plans for establishment of the Theater Casualty Assistance Center prior to deployment in accordance with the unit SOP, AR 600-8-1, ATP 1-0.2, ATP 4-93, ATP 4-94, and FM 1-0.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified, potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

- * 1. Director, Human Resources Sustainment Center (HRSC) receives the mission.
 - a. Receives and analyzes mission.
 - b. Obtains additional theater specific requirements from the Army Service Component Command (ASCC) G1 and Theater Sustainment Command (TSC) or Expeditionary Sustainment Command (ESC).
 - c. Obtains technical guidance from the Human Resources Command (HRC) and the Casualty and Mortuary Affairs Operations Center (CMAOC).
 - d. Issues staff planning guidance.
 - e. Advises ASSC G1 and Support Operations Branch (SPO), TSC/ESC on plans.
- * 2. Chief, Casualty Operations Division (COD) receives director's guidance.
 - a. Identifies all directed and implied tasks.
 - b. Identifies organizations and elements included in operation order/plan.
 - c. Determines resources and external support requirements needed to accomplish tasks.
 - d. Provides division personnel with planning guidance.
 - e. Establishes a direct link to CMAOC.
3. COD personnel develops plans for establishing casualty reporting procedures.
 - a. Analyzes mission and Director's and chief's guidance.
 - b. Reviews current ASSC G1 policies and guidance, to include any delegation of the authority to approve and release casualty reports directly to CMAOC.

Note: Based on METT-TC analysis or unit location, the ASSC G-1/AG, in coordination with the Joint Task Force or Combatant Commander, may allow corps-level commanders to submit casualty reports directly to CMAOC and to the CAC.
 - c. Determines all essential, specified and implied tasks.
 - d. Identifies organizations and elements included in operation.
 - e. Determines requirements for communications support.
 - f. Determines system capabilities and shortfalls.
 - g. Determines resources and external support requirements needed to accomplish tasks.
 - h. Develops plans to acquire external resources and support to accomplish mission.
 - i. Briefs, Chief, COD.
 - j. Establish casualty data and briefings procedures to be presented to the ASSC G-1/AG.

k. Coordinates with G-4 to establish mortuary affairs procedures for the identification and disposition of remains.

l. Coordinates with Postal Operations Division (POD) for establishing casualty mail procedures.

m. Establishes procedures to report all casualties from Department of Defense (DoD) Civilians, contractors, and personnel from other services (if the sponsoring service is not in the immediate area). In addition, coordinate all joint casualty requirements as prescribed by established Army Support to other services' requirements.

n. Establishes procedures to assist CMAOC on monitoring formal line of duty investigations on deceased Soldiers.

4. COD personnel develops Casualty Liaison Team (CLT) requirements.

a. Coordinates with ASCC Surgeon for planned CLT initial and follow-on support at Level III hospitals.

b. Coordinates with TSC/ESC HR SPO element and ASCC G4 for planned CLT initial and follow-on support with Mortuary Affairs Companies.

c. Coordinates with the ESC/TSC HR SPO element to develop an estimate of number of Casualty Liaison Teams (CLTs) required by designated area support mission.

Note: Human Resources (HR) platoons form necessary CLTs required to support theater casualty reporting requirements.

d. Determines number of General Officer commands to be supported.

e. Coordinates with TSC/ESC HR SPO element to develop tentative CLT assignments and location plans.

f. Develops plans to acquire resources and support to accomplish mission.

5. COD personnel prepares a team to accompany early entry element, as appropriate.

a. Selects team members.

b. Provides planning guidance.

c. Assists team training and planning.

d. Coordinates movement, facilities, and life support for the CAC CLT to accompany the designated early entry element.

6. COD early entry team prepares for mission.

a. Acquires all policies for casualty reporting within theater.

b. Tests equipment and programs.

c. Verifies personnel readiness requirements.

d. Verifies reporting links and procedures.

e. Verifies connectivity capability.

7. COD personnel conducts casualty operations reporting procedures.

- a. Executes in accordance with ASCC G1 policy, priorities, and time frame.
 - b. Verifies reporting procedures with HRC and CMAOC.
 - c. Coordinates with human resources operations branch for development of Develop policies and procedures for supporting CLTs and G1s.
 - d. Maintains tentative communications flow with ASCC G1 and TSC/ESC G6.
8. COD personnel develops plan for managing mass casualty incidents.
- a. Reviews current plans and historical files.
 - b. Determines resource/training requirements.
 - c. Develops courses of action.
 - d. Coordinates courses of action with ASCC G1, SPO and TSC/ESC.
 - e. Ensures actions requiring unit support and training are included in supplemental operations plan.
9. Casualty Division personnel maintains running estimate of all plans.
- a. Verifies mission requirements.
 - b. Reviews orders and situation reports for change implications.
 - c. Maintains liaison with the ASCC G1/SPO and TSC/ESC.
 - d. Maintains liaison with the CMAOC.
- Note: This step is only required when assuming responsibilities from established theater CAC.
10. COD personnel develops plans for assuming responsibility for casualty operations and reporting within a mature theater .
- a. Coordinates with theater Army/ASSC G1 and TSC/ESC SPO on current and future operational requirements.
 - b. Coordinates with SPO HR element or other elements performing mission.
 - c. Acquires all current policies and procedures in use.
 - d. Coordinates with SPO HR element for life and logistical support.
 - e. Identifies all in-country supporting CLT elements and locations.
 - f. Identifies CLT elements to accompany or join in-country.
 - g. Directs team planning and rehearsals.
 - h. Coordinates with TSC/ESC SPO HR element to acquire any addition supporting HR elements.

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.2.1	Conduct Casualty Operations

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1

Material Items (NSN)

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

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. None

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. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).