

Summary Report for Individual Task  
101-92M-4709  
Develop Plans in Support of Mortuary Affairs Tasks.  
Status: Approved

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**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:** Asa mortuary affairs NCO assigned to a brigade or higher level staff position. Given ADP 1-02, 3-0, 5-0, ADRP 5-0, AR 638-2, ATP 1-02.1, 3-90.90, 4-46, 4-94, DA PAM 638-2, DoDD 1300-22E, FM 3-07, 3-16, 3-24.2, 3-35,6-0, 6-99, JP 3-11, 4-06, 5-0, and TG 195. This task should not be trained in MOPP 4.

**Standard:** Develop plans in support of mortuary affairs tasks at brigade or higher staff level to ensure policies and procedures are executed within the guidelines of referenced publications.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## **Performance Steps**

1. Conduct a mortuary affairs assessment for the theater of operation.
  - a. Analyze operational environment variables.
    - (1) Political.
    - (2) Military.
    - (3) Economic.
    - (4) Social.
    - (5) Information.
    - (6) Infrastructure.
    - (7) Physical environment.
    - (8) Time.
  - b. Analyze influences on the operational environment.
    - (1) Globalization.
    - (2) Population explosion.
    - (3) Technology.
    - (4) Urbanization.
    - (5) Resource demand.
    - (6) Proliferation of weapons of mass destruction and effects.
  - c. Analyze mission variables.
    - (1) Mission.
    - (2) Enemy.
    - (3) Terrain and weather.
    - (4) Troops and support available.
    - (5) Civil considerations.
  - d. Conduct military decision-making process (MDMP) for mortuary affairs tasks.
    - (1) Step 1 – Receipt of mission.

- (2) Step 2 – Mission analysis.
- (3) Step 3 – Course of action development.
- (4) Step 4 – Course of action analysis.
- (5) Step 5 – Course of action comparison.
- (6) Step 6 – Course of action approval.
- (7) Step 7 – Orders production, dissemination, and transition.

2. Review mortuary affairs staff planning considerations.

a. Determine type of conflict.

Note: Regional or Global.

b. Determine line of communications.

c. Determine area of responsibility size.

d. Determine availability of logistical resources.

(1) Review existing contingency contracts.

(2) Identify pre-positioned assets.

e. Schedule mortuary affairs units on time-phased force deployment list (TPFDL).

f. Determine unit structures and capabilities.

g. Establish unit locations and relocations.

h. Identify number of troops supported.

i. Determine affects on non-combatants.

j. Determine if there is a need for coalition or allied support.

k. Determine coalition or allied requirements.

l. Determine if there is a requirement for host nation support.

m. Review local mortuary affairs customs.

n. Review local interment customs.

o. Ensure vetting of embedded media through public affairs office.

3. Control employment of mortuary affairs assets.

- a. Provide guidance on pre-stocking.
  - (1) Essential mortuary affairs equipment.
  - (2) Supplies.
  - (3) Forms.
- b. Ensure subordinate units train according to OPLAN tab.
- c. Ensure certification of.
  - (1) Deploying mortuary affairs assets.
  - (2) Unit mortuary affairs plans.
- d. Develop mortuary affairs TPFDD.
- e. Determine mortuary affairs unit's.
  - (1) Readiness posture.
  - (2) Capabilities.
  - (3) Limitations.
- f. Brief mortuary affairs units when entering a theater of operation on.
  - (1) Local mortuary affairs policy and directives.
  - (2) Mutual cooperation agreements.
  - (3) International agreements.
- g. Maintain human remains and effects transfer records for.
  - (1) Host nation.
  - (2) Coalition.
  - (3) Allied.
- h. Coordinate with theater sustainment command for logistical support to mortuary affairs units.
- i. Evaluate units scheduled to receive mortuary affairs assets.
- j. Identify mortuary affairs shortages.
  - (1) Equipment.
  - (2) Personnel.

- k. Provide timeline for unit deployments.
- l. Establish liaisons with other mortuary affairs staff from JMAO to MACP level.
- m. Integrate CBRNE threat into mortuary affairs plan.
- n. Implement a mortuary affairs reporting system.
- o. Ensure MARTS is operational and only being used by trained personnel.
- p. Establish communications with.
  - (1) Supported units.
  - (2) Mortuary affairs assets.
  - (3) JMAO.
  - (4) TMAO.
  - (5) Transportation assets.
  - (6) Units providing logistical support.
- q. Coordinate with transportation assets to arrange evacuation of human remains.
- r. Coordinate with transportation assets to arrange shipment of effects.
- s. Provide input to command on mortuary affairs concept of operations.
- t. Ensure routing of media requests through public affairs office.
- u. Ensure routing of family member concerns through.
  - (1) Higher headquarters.
  - (2) TMAO or JMAO.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the NCO a Go if they successfully complete all steps. Score the NCO a NO-GO if they fail to complete any step. If the NCO fails any step, show what they did wrong and how to do it correctly.

**Evaluation Preparation:** Use a predetermined site. Provide the NCO with required personnel and equipment to perform the task. If using mannequins for training purposes, ensure handling as if they are actual fatalities.

<b>PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>	<b>N/A</b>
1. Conducted a mortuary affairs assessment for the theater of operation.			
a. Analyzed operational environment variables.			
(1) Political.			
(2) Military.			
(3) Economic.			
(4) Social.			
(5) Information.			
(6) Infrastructure.			
(7) Physical environment.			
(8) Time.			
b. Analyzed influences on the operational environment.			
(1) Globalization.			
(2) Population explosion.			
(3) Technology.			
(4) Urbanization.			
(5) Resource demand.			
(6) Proliferation of weapons of mass destruction and effects.			
c. Analyzed mission variables.			
(1) Mission.			
(2) Enemy.			
(3) Terrain and weather.			
(4) Troops and support available.			
(5) Civil considerations.			
d. Conducted military decision-making process (MDMP) for mortuary affairs tasks.			
(1) Step 1 – Receipt of mission.			
(2) Step 2 – Mission analysis.			
(3) Step 3 – Course of action development.			
(4) Step 4 – Course of action analysis.			
(5) Step 5 – Course of action comparison.			
(6) Step 6 – Course of action approval.			
(7) Step 7 – Orders production, dissemination, and transition.			
2. Reviewed mortuary affairs staff planning considerations.			
a. Determined type of conflict.			
b. Determined line of communications.			
c. Determined area of responsibility size.			
d. Determined availability of logistical resources.			
(1) Reviewed existing contingency contracts.			
(2) Identified pre-positioned assets.			
e. Scheduled mortuary affairs units on time-phased force deployment list (TPFDL).			
f. Determined unit structures and capabilities.			
g. Established unit locations and relocations.			
h. Identified number of troops supported.			
i. Determined affects on non-combatants.			
j. Determined if there was a need for coalition or allied support.			
k. Determined coalition or allied requirements.			
l. Determined if there was a requirement for host nation support.			
m. Reviewed local mortuary affairs customs.			
n. Reviewed local interment customs.			
o. Ensured vetting of embedded media through public affairs office.			

3. Controlled employment of mortuary affairs assets.			
a. Provided guidance on pre-stocking.			
(1) Essential mortuary affairs equipment.			
(2) Supplies.			
(3) Forms.			
b. Ensured subordinate units trained according to OPLAN tab.			
c. Ensured certification of.			
(1) Deploying mortuary affairs assets.			
(2) Unit mortuary affairs plans.			
d. Developed mortuary affairs TPFDD.			
e. Determined mortuary affairs unit's.			
(1) Readiness posture.			
(2) Capabilities.			
(3) Limitations.			
f. Briefed mortuary affairs units when entering a theater of operation on.			
(1) Local mortuary affairs policy and directives.			
(2) Mutual cooperation agreements.			
(3) International agreements.			
g. Maintained human remains and effects transfer records for.			
(1) Host nation.			
(2) Coalition.			
(3) Allied.			
h. Coordinated with theater sustainment command for logistical support to mortuary affairs units.			
i. Evaluated units scheduled to receive mortuary affairs assets.			
j. Identified mortuary affairs shortages.			
(1) Equipment.			
(2) Personnel.			
k. Provided timeline for unit deployments.			
l. Established liaisons with other mortuary affairs staff from JMAO to MACP level.			
m. Integrated CBRNE threat into mortuary affairs plan.			
n. Implemented a mortuary affairs reporting system.			
o. Ensured MARTS was operational and only used by trained personnel.			
p. Established communications with.			
(1) Supported units.			
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(3) JMAO.			
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(5) Transportation assets.			
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q. Coordinated with transportation assets to arrange evacuation of human remains.			
r. Coordinated with transportation assets to arrange shipment of effects.			
s. Provided input to command on mortuary affairs concept of operations.			
t. Ensured routing of media requests through public affairs office.			
u. Ensured routing of family member concerns through.			
(1) Higher headquarters.			
(2) TMAO or JMAO.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 1-02	Operational Terms and Military Symbols	Yes	No
	ADP 3-0	Unified Land Operations	Yes	Yes
	ADP 4-0	Sustainment	Yes	No
	ADP 5-0	The Operations Process	Yes	Yes
	ADRP 5-0	The Operations Process	Yes	Yes
	AR 638-2	CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	Yes	No
	ATP 1-02.1	BREVITY MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR MULTI-SERVICE BREVITY CODES (MCRP 3-25B; NTTTP 6-02.1; AFTTP 3-2.5)	Yes	No
	ATP 3-90.90	Army Tactical Standard Operating Procedures	Yes	Yes
	ATP 4-46	Contingency Fatality Operations	Yes	Yes
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No
	DA PAM 638-2	Procedures for the Care and Disposition of Remains and Disposition of Personal Effects	Yes	No
	DOD DIRECTIVE 1300.22E	Mortuary Affairs Policy	Yes	No
	FM 3-07 (Change 1 18 March 2013) (Revision)	Stability <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm3_07.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm3_07.pdf</a>	Yes	No
	FM 3-16	The Army in Multinational Operations <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm3_16.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm3_16.pdf</a>	Yes	No
	FM 3-24.2	TACTICS IN COUNTERINSURGENCY	Yes	No
	FM 3-35	Army Deployment and Redeployment	Yes	No
	FM 6-0	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	Yes	Yes
	FM 6-99	U.S. ARMY REPORT AND MESSAGE FORMATS	Yes	No
	JP 3-0	Joint Operations	Yes	No
	JP 3-11	Operations in Chemical, Biological, Radiological, and Nuclear Environments	Yes	No
	JP 4-0	Joint Logistics	Yes	No
	JP 4-06	Mortuary Affairs in Joint Operations	Yes	Yes
	JP 5-0	Joint Operation Planning	Yes	Yes
	QSTAG 655 Edition 2	Handling of Deceased Personnel in an Area of Operations	Yes	No
	STANAG 2070 TOP (Edition 4)	Emergency War Burial Agreement	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.

**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 :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None