

Summary Report for Individual Task
805C-42B-7105
Implement Casualty Operations Program
Status: Approved

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Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are assigned to an S-1 section and your commander has directed you to establish casualty operations for your command. You have access to FM 1-0 (Human Resources Support), AR 638-8 (Army Casualty Program), DA PAM 638-8 (Procedures for The Army Casualty Program), AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations), AR 600-25 (Salutes, Honors, and Visits of Courtesy), AR 638-2 (Care and Disposition of Remains and Disposition of Personal Effects), access to Interactive Personnel Electronics Records Management System (iPERMS), DD Form 93 (Record of Emergency Data), SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate) and DA Form 1156 (Casualty Feeder Card). You have access to the Defense Casualty Information Processing System (DCIPS), user manual, and an Army Human Resources Workstation. Some iterations of this task should be performed in MOPP 4.

Standard: Integrate casualty reporting procedures in the unit that ensure 100% of all casualties are properly reported within theater standards, Next of Kin (NOK) notification is confirmed, remains and personal effects are recovered and S-1 key functions are accomplished without error.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You have received notification that your unit has sustained a casualty.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Define the casualty operations mission.
 - a. Accurately record, report, verify, and process casualty information from unit-level to Department of the Army (DA).
 - b. Notification of Primary Next-of-Kin (PNOK).
 - c. Provide casualty assistance.
 - d. Casualty reporting flow.
 - e. Casualty definitions.
 - (1) Categories.
 - (2) Type.
 - (3) Status.
2. Define the principles of casualty reporting.
 - a. Reportable casualties.
 - b. Casualty reports.
 - (1) Initial (INIT).
 - (2) Status Change (STACH).
 - (3) Supplemental (SUPP).
 - (4) Progress (PROG).
 - (5) Health and Welfare.
 - c. Casualty feeder card (DA Form 1156).
 - (1) Authentication by Field Grade officer.
 - (2) Defense Casualty Information Processing System (DCIPS) related fields.
 - d. Reporting standards.
 - (1) Review the initial casualty report and submit DCIPS input to higher headquarters IAW published guidance.
 - (a) Ensure initial casualty reports for deceased/Duty Status Whereabouts Unknown (DUSTWUN) are authenticated by a field grade officer or higher.
 - (b) Complete initial casualty report's required minimum information and forward.
 - (c) Confirm accuracy and completeness of the casualty report against all source documents.

(d) Provide copies of DD93 and SGLV 8286 to next higher level/Casualty Area Command (CAC) IAW local standing operating procedures (SOP).

(e) Any missing or changed data will be sent on supplemental reports until all information is completed.

(2) Update duty status on personnel systems.

(3) Coordinate with the medical officer and Casualty Liaison Teams (CLTs) to monitor patient tracking.

(4) Process awards, promotions and evaluations, if applicable.

(5) Appoint a Summary Court Martial Officer (SCMO) and AR 15-6 Officer, if required.

(6) Process casualty mail.

(7) Prepare letters of sympathy and/or condolence.

(a) A copy of the letters must be forwarded to higher headquarters for review IAW regulatory guidance.

(b) Mail the letters IAW regulatory guidance after confirmation of PNOK notification.

(8) Update commander throughout the process.

(9) Confirm with S-4 movement of Personnel Effects (PE) is completed.

(10) Assist Chaplain with memorial ceremony.

3. Define the principles of casualty notification and assistance.

a. Notification.

(1) Policies.

(2) Casualty Notification Team.

(3) Notification delays.

b. Assistance.

(1) Casualty Assistance Officers (CAOs).

(a) Qualification and selection.

(b) Training.

(c) Responsibilities.

(2) Letters of Sympathy.

(3) Letters of Condolence.

4. Define the basic concepts of mortuary affairs program.

- a. Policies.
- b. Positive identification of remains.
- c. Disposition of remains.
- d. Processing Personal Effects (PE).

(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. Defined the casualty operations mission.			
2. Defined the principles of casualty reporting.			
3. Defined the principles of casualty notification and assistance.			
4. Defined the basic concepts of mortuary affairs program.			

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
	DD FORM 93	RECORD OF EMERGENCY DATA	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	PAM 638-2	PROCEDURES FOR THE CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	No	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 : None

Supported Individual Tasks : None

Supported Collective Tasks : None