

**805C-42A-3474**  
**Review Casualty Reports**  
**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 an HR NCO and are required to manage casualty operations and casualty reporting for your unit. You have access to AR 638-8 (Army Casualty Program), DA PAM 638-8 (Procedures for Army Casualty Program), Enlisted Record Briefs (ERB), Officer Record Briefs (ORB), DD Form 93 (Record of Emergency Data), SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate), DA Form 1156 (Casualty Feeder Card) and the Defense Casualty Information Processing System (DCIPS). Some iterations of this task should be performed in MOPP 4.

**Standard:** With a minimum of 70% accuracy, define basic casualty reporting principles, determine casualty operations management responsibilities, verify emergency notification documents, and perform DCIPS functions.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

<b>Task Statements</b>
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**Cue:** You are in a deployed operational environment and are required to manage casualty operations and casualty reporting.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Define basic Casualty Reporting principles.
  - a. Define what constitutes a casualty.
  - b. Identify Casualty Types.
    - (1) Casualty categories.
      - (a) Killed in Action (KIA).
      - (b) Died of Wounds Received in Action (DOW).
      - (c) Wounded in Action (WIA).
    - (2) Identify type of casualty.
      - (a) Hostile.
      - (b) Non-hostile.
      - (c) Pending (not used in casualty reporting).
    - (3) Identify casualty status.
      - (a) Deceased.
      - (b) Missing.
      - (c) Beleaguered.
      - (d) Besieged.
      - (e) Captured.
      - (f) Detained.
      - (g) Interned.
      - (h) Missing / Missing in Action (MIA).
      - (i) Duty Status - Whereabouts Unknown (DUSTWUN).
      - (j) Very Seriously Wounded, Injured or Ill (VSI).
      - (k) Seriously Wounded, Injured, or Ill (SI).
      - (l) Not Seriously Wounded, Injured, or Ill (NSI).
  - c. Identify reportable casualties.

(1) All Army members on Active Duty.

(2) United States Army Reserve (USAR) / Army National Guard (ANG) Soldiers who die en route to / from, or participating in Active Duty training.

(3) Soldiers in Absent Without Leave (AWOL) or deserter status.

(4) Soldiers separated from the Army within the last 120 days.

(5) All Family members of Active Duty personnel.

d. Identify required data elements for the Casualty Feeder Card (DA Form 1156).

(1) Casualty type.

(2) Casualty status.

(3) Social Security Number (SSN).

(4) Rank / name.

(5) Service.

(6) Unit.

(7) Inflicting force.

(8) Personnel type.

(9) Incident date / time.

(10) Place of incident.

(11) Circumstances.

e. Identify wartime casualty reporting standards.

(1) Units.

(a) Report all casualties.

(b) Record casualty incident on DA Form 1156.

(c) Forward all DA Form 1156s to S-1 without delay or as the battlefield situation permits.

(2) S-1s / G-1s.

(a) Submit accurate and complete casualty reports.

(b) Ensure battalion-level field grade officer authentication.

(c) Prepare casualty reports using DCIPS and forward without delay.

(d) Provide telephonic heads-up to Casualty and Mortuary Affairs Operations Center (CMOAC).

f. Identify Special Circumstances casualty reports.

(1) Suspected Friendly Fire casualties.

(2) Air or sea movement to or from overseas commands.

(3) During Field Training Exercises.

2. Determine Casualty Operations Management responsibilities.

a. Identify unit pre-deployment responsibilities.

(1) Appoint a Summary Courts Martial Officer (SCMO) for the Area of Operation (AO) and Rear Detachment.

(2) Update Record of Emergency Data (DD Form 93).

(3) Update Servicemembers' Group Life Insurance Election and Certificate (SGLI).

(4) Upload emergency notification documents to iPERMS.

(5) Scrub awards, ORBs and ERBs.

(6) Coordinate with S-6 for DCIPS connectivity.

(7) Conduct Rear Detachment training for casualty notification.

(8) Train DCIPS users.

(9) Coordinate training for Casualty Notification Officers (CNOs) and Casualty Assistance Officers (CAOs).

(10) Provide unit crests and patches to U.S. Air Force port mortuary.

(11) Train Casualty Feeder Report (DA Form 1156).

(12) Develop Casualty Standing Operating Procedures (SOP).

(13) Review Theater Casualty timeline.

b. Identify Battalion S-1 responsibilities.

(1) Maintain accountability of all assigned and attached personnel.

(2) Train all personnel on DA Form 1156.

(3) Update DD Form 93s / SGLVs, as needed.

(4) Receive casualty information from subordinate / attached units.

- (5) Notify chain-of-command and Chaplain when casualties occur.
- (6) Review reports submitted by Casualty Liaison Teams (CLTs).
- (7) Submit initial casualty reports to BDE / BCT S-1 using DA Form 1156 or DCIPS.
- (8) Coordinate with medical treatment facilities.
- (9) Process posthumous promotions, awards, U.S. citizenship actions, if applicable.
- (10) Appoint SCMO for Personal Effects (PE).
- (11) Coordinate with S-4 for movement of PEs.
- (12) Coordinate AR 15-6 and Line of Duty Investigating Officers.
- (13) Prepare, review and dispatch letters of sympathy and / or condolence.
- (14) Track evacuated casualties back to home station.

c. Identify Brigade / Brigade Combat Team (BCT) responsibilities.

(1) Maintain personnel asset visibility on all assigned / attached personnel, other service personnel, and DoD / DA civilians.

- (2) Verify casualty information from subordinate units.
- (3) Submit DCIPS casualty reports to Corps / Division G-1.
- (4) Coordinate with Medical Treatment Facilities.

3. Verify Emergency Notification Documents.

a. Verify Record of Emergency Data (DD Form 93).

- (1) Emergency Contact Information.
- (2) Benefits Related Information.

b. Verify Servicemembers' Group Life Insurance Election and Certificate (SLGV 8286).

- (1) Personal data.
- (2) Amount of insurance.
- (3) Beneficiary(ies) and Payment Options.
- (4) Request for Family Coverage (SGLV 8285A).

c. Upload documents to iPERMS.

4. Perform DCIPS functions.

a. Identify type of report.

- (1) Initial (INIT).
- (2) Status Change (STACH).
- (3) Supplemental (SUPP).
- (4) Progress (PROG).
- (5) Health and welfare.

b. Download DCIPS software.

c. Access Main Menu.

- (1) Review Casualty Main Listing.
- (2) Review Casualty Information Form.

d. Prepare a Hasty Casualty Report.

- (1) Enter required casualty information.
- (2) Replicate report.

e. Prepare a Full Casualty Report.

- (1) Casualty tab.
- (2) Incident tab.
- (3) Personnel Information tab.
- (4) Secondary tab.
- (5) Additional tab.
- (6) Body Armor tab.
- (7) Awards tab.
- (8) Progress Report tab.
- (9) Casualty Assistance Officer (CAO) tab.
- (10) Next of Kin (NOK) tab.

f. Email (submit) Casualty Reports.

g. Import a Casualty Report.

h. Export a Casualty Report.

(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 basic Casualty Reporting principles.			
a. Defined what constitutes a casualty.			
b. Identified casualty types.			
c. Identified reportable casualties.			
d. Identified required data element for Casualty Feeder Card (DA Form 1156).			
e. Identified wartime casualty reporting standards.			
f. Identified Special Circumstances casualty reports.			
2. Determined Casualty Operations Management responsibilities.			
a. Identified unit pre-deployment responsibilities.			
b. Identified Battalion S-1 responsibilities.			
c. Identified Brigade / BCT responsibilities.			
3. Verified Emergency Notification Documents.			
a. Verified Record of Emergency Data (DD Form 93).			
b. Verified Servicemembers' Group Life Insurance Election and Certificate (SLGV 8286).			
c. Uploaded documents to iPERMS.			
4. Performed DCIPS functions.			
a. Identified type of report.			
b. Downloaded DCIPS software.			
c. Accessed Main Menu.			
d. Prepared a Hasty Report.			
e. Prepared a Full Casualty Report.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	Yes
	DD FORM 93	RECORD OF EMERGENCY DATA	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

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1

**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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

**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-3473	Review Emergency Notification Data	805C - Adjutant General (Individual)	Approved
805C-42A-3431	Update the Officer and Enlisted Record Briefs	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None