# **Training and Evaluation Outline Report**

#### Status: Approved 14 Sep 2005 Effective Date: 14 Feb 2020

Task Number: 12-BDE-0005

Task Title: Conduct Casualty Operations (S1)

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

#### Supporting Reference(s):

Step Number	Reference ID	Reference Name R		Primary	Source Information
	ADP 5-0	The Operations Process	Yes	No	
	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	
	DA FORM 1156	CASUALTY FEEDER REPORT	Yes	No	
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/ dr_a/pdf/fm1_0.pdf	Yes	No	

**Conditions:** The unit is deployed to a specified overseas theater. The operational tempo ranges from active combat to stability operations. Soldiers, Department of Defense (DoD) Civilians, contractor personnel, and coalition personnel have become injured, deceased, wounded, killed, captured, or are missing within the unit's area of responsibility. Casualty data is arriving from assigned, attached, and operational control (OPCON) units. The S1 is equipped with operational automated equipment and human resources software applications. Conventional attacks by hostile aircraft and operations by ground elements are possible. AR 600-8-1, FM 1-0, and ATTP 1-0.1 are available. Theunit is conducting operations in a dynamic and complex operational environment (OE) against a hybrid threat. Threat capabilities cover a unified land operations including information gathering, hostile force sympathizers, terrorist activities to include suicide bombings, and on to conventional, air supported, and reinforced squad operations in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standards:** Casualties are reported with 100 percent accuracy of available information to the supporting HR activity and higher headquarters within three hours to battalions or six hours to brigades of the incident or as the tactical situation permits. Casualty data is entered into automated HR systems and is reconciled without error. Personal effects of unit casualties are collected, inventoried, and secured within 12 hours of appointment of a summary courts-martial officer or as the tactical situation permits. Accountability for casualty's personal effects is properly transferred. AR 15-6 investigations are conducted on all hostile and non-hostile fire related deaths in accordance with(IAW) AR 600-8-1, FM 1-0, and ATP 1-0.1. At MOPP4, performance degradation factors significantly increase the time required to conduct casualty operations. **NOTE:** Leaders are defined as: Commander, S1, and the S1 NCOIC.

Live Fire: No

## **Objective Task Evaluation Criteria Matrix:**

Plan	an	d Prepare		Ex	ec	ute			Ass	ess									
Operation Environme	al ent	Training Environment (L/V/C)	Leaders Present at Training/Required	Present at Training/Required	External Eval	Performance Measures	Critical Performance Measures	Leader Performance Measures	Evaluator's Observed Task Proficiency Rating	Commander's Assessment									
CO & BN		nent	s squired	at squired	Eval	ince es	in l lance	r Ince	bserved siency J	lent									
Dynamic and Complex			>=85%	. 90%		>=90%		>=90%	т	т									
Complex (4+ OE Variables and Hybrid Threat)		IAV	75-84%	>=80%		80- 89%	All	All	All	All	All	All	All	All	All	All	80-	T-	T-
Dynamic (Single Threat)	Day	IAW unit CATS statement.	65-74%	75-79%	Yes	65- 79%		89%	Ρ	Ρ									
(Single Threat)		ant.	60-64%	60-74%		51- 64%	-011	. 70%	P-	Ρ-									
Static (Single Threat)		-	<=59%	<=59%		<=50%	<all< td=""><td>&lt;=79%</td><td>U</td><td>U</td></all<>	<=79%	U	U									

#### 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.

#### 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.

## **Performance Steps and Measures**

NOTE: Assess task proficiency using the task evaluation criteria matrix.

**NOTE:** Asterisks (\*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE	GO	NO-GO	N/A
+* 1. Commander directs establishment of casualty reporting operations.			
a. Directs subordinate units to comply with unit casualty Standard Operating Procedure (SOP).			
<ul> <li>b. Directs S1 to establish and maintain a standing duty roster of summary court martial officers certified to perform accountability duties for personal effects.</li> </ul>			
c. Directs S1 to initiate AR 15-6 Investigation Officer appointments for all hostile and nonhostile fire related deaths.			
d. Reviews or delegates review of AR 15-6 investigations.			
e. Monitors casualty reporting procedures and conduct.			
+* 2. S1 and S1 NCOIC manage casualty operations.			
a. Ensure all personnel are trained on and maintain required copies of DA Form 1156, Casualty Feeder Card.			
<ul> <li>Ensure all personnel are informed on the proper systems and procedures for reporting casualties.</li> </ul>			
c. Coordinate the continuous flow of casualty information from subordinate units, battalion/brigade aid stations, and Casualty Liaison Teams (CLTs) in operational area.			
d. Notify the commander and chaplain when a casualty occurs.			
e. Review external casualty reports submitted directly to the theater Casualty Assistance Center by CLTs to ensure all submitted reports concerning attached/assigned Soldiers are accurate.			
f. Review casualty reports to ensure accuracy and timely submission of casualty information.			
g. Submit casualty reports to higher headquarters.			
h. Submit supplemental casualty reports as required.			
i. Appoint Summary Court Martial Officers (SCMOs) for disposition of personal effects, as required.			
j. Notify rear detachment to coordinate with the Casualty Area Command (CAC) for appointment of SCMOs for personal effects of casualties, as required.			
<ul> <li>k. Train all officers eligible for appointment as SCMOs on their duties and responsibilities for safeguarding and securing of the personal effects of casualties.</li> </ul>			
I. Appoint or request appointment of AR 15-6 Investigating Officer for nonhostile and hostile deaths and friendly fire incidents, as required.			
m. Appoint line-of-duty investigating officer for nonhostile injuries, illness, and deaths, as required.			
n. Assist commanders in drafting letters of sympathy or condolence to the Primary Next-of-Kin (PNOK) for deceased and missing casualties.			
<ul> <li>Assist commanders in drafting and preparing letters of concern to PNOK for personnel hospitalized as seriously or very seriously ill.</li> </ul>			
p. Ensure personnel status and strength reports reflect the latest casualty data.			
q. Update unit manning/battle rosters.			
r. Brief commander and staff on the unit's casualty posture and operations.			
<ul> <li>Review recommendations for posthumous promotions, awards, and U.S. Citizenship, if appropriate.</li> </ul>			
+* 3. S1 NCOIC monitors casualty reporting.			
a. Verifies casualty information.			
b. Assigns responsibilities for casualty reporting.			
c. Ensures casualty data is properly entered in automated or manual systems, as appropriate.			
<ul> <li>d. Maintains coordination with battalion/brigade aid stations, and CLTs at medical treatment facilities and mortuary affairs collection points.</li> </ul>			
e. Ensures comments concerning initiation of and completion of AR 15-6 Investigation are entered as required.			
+ 4. S1 personnel process casualty information.			
a. Receive casualty information and materials.			
<ul> <li>b. Ensure information for hostile and nonhostile casualties is properly logged on DA Form 1594, Daily Staff Journal or Duty Officer's Log.</li> </ul>			
c. Review DA Form 1156, Casualty Feeder Card, or other casualty information to identify missing, conflicting, and inaccurate information.			
d. Correct errors in spelling and grammar only, and obtain any missing casualty information.			
e. Coordinate with battalion/brigade aid stations, CLTs at medical treatment facilities and mortuary affairs collection points; military police, attached/detached units, and the S2/3 to determine any changes in personnel status.			
f. Enter casualty data into the automated casualty systems, if available.			
g. Enter duty status changes and related casualty information into the automated Human Resources (HR) system, as appropriate.			
h. Submit supplemental casualty reports when the status of the casualty changes.			

i. Forward updated personnel strength report to S1 or senior HR NCO.		
j. Finalize PNOK notification letters for signature by commander.		
k. Monitor and update or resolve all open casualty cases, as required.		
I. Provide casualty information to the Unit Ministry Team.		
<ul> <li>m. Process recommendations for posthumous promotions, awards, and U.S. Citizenship, if appropriate.</li> </ul>		
+ 5. Subordinate leaders monitor casualty reporting.		
a. Ensure all personnel (military and DoD/DA Civilians, and DA contractors) carry and use DA Form 1156 to report casualties.		
b. Train personnel in the use of DA Form 1156 for reporting casualties.		
c. Ensure personnel are aware of proper systems and procedures for casualty reporting.		
d. Ensure casualty reports are submitted within one hour of incident or as soon as the tactical situation allows.		
e. Update the element's battle roster and strength summary.		
f. Submit recommendations for posthumous promotions, awards, and U.S. Citizenship, as appropriate.		
g. Prepare letters of sympathy, condolence, or concern as warranted by the individual's circumstances for the appropriate Next-of-Kin.		
h. Provide supplemental casualty report information, as appropriate.		
6. SCMO coordinates disposition of casualty's personal effects.		
a. Attends designated SMCO training prior to case assignment, if provided or immediately on appointment.		
b. Coordinates with unit headquarters to determine location of casualty's personal effects.		
c. Coordinates with S4 to ensure availability of foot lockers, locks and seals.		
d. Coordinates advance appointment of an inventory assistant with S1.		
e. Collects personal effects from mortuary affairs collection point, medical support activity, unit area, or other agencies, as required within twelve hours of notification of appointment or as soon as the tactical situation allows.		
f. Prepares an accurate and detailed inventory of personal effects (DD Form 1076, Record of Personal Property/Personal Effects).		
g. Secures personal effects in foot lockers with locks and bands.		
h. Escorts personal effects to the Mortuary Affairs personal affairs depot. (In absence of a personal effects depot mail or ship personal effects in accordance with theater policies.)		
i. Notifies Army Human Resources Command of departure of personal effects from area of operations.		
7. S4 supports casualty operations.		
a. Provides the U.S. Air Force Dover Port Mortuary with unit patches and sets of unit crests prior to deployment.		
b. Orders and stocks required items for disposition of Soldier personal effects in proportion to the number of human remains pouches in unit supply stock.		
c. Issues shipping containers and accessory items to SCMOs as required.		
d. Assists SCMOs with transportation to the Mortuary Affairs personal effects depot or postal facility as required.		
+ 8. Soldiers support casualty reporting.		
a. Carry and use DA Form 1156 to report casualties.		
b. Submit properly completed DA Form 1156 to unit leaders as soon as situation permits.		
c. Restrict distribution of casualty information to official channels.		

Task Performance Summary Block									
Training Ur	nit	ITERATION							
		1		2		3		4	
Date of Training pe	r Iteration:								
Day or Night Tr	aining:	Day	/ Night	Day	/ Night	Day /	Night	Day /	/ Night
		#	%	#	%	#	%	#	%
Total Leaders Authorized	% Leaders Present								
Total Soldiers Authorized	% Soldiers Present								
Total Number of Performance Measures	% Performance Measures 'GO'								
Total Number of Critical Performance Measures	% Critical Performance Measures 'GO'								
Live Fire, Total Number of Critical Performance Measures	% Critical Performance Measures 'GO'								
Total Number of Leader Performance Measures	% Leader Performance Measures 'GO'								
MOPP LEVEL									
Evaluated Rating per Iteration T, T-, P, P-, U									

# Missions(s) supported:

Mission ID	Mission Title	Frequency	Recommended Interval
SUSTAINMENT	SUSTAINMENT	4	Quarterly
SUSTAINMENT	SUSTAINMENT	0	Not Selected
SUSTAINMENT	Sustain Unit Operations	0	Not Selected
OPERATIONAL AREA SECURITY	Operational Area Security Operations	1	Annually
Detention Operations	Detention Operations	1	Annually
Police Operations	Police Operations	1	Annually
MOBILITY SUPPORT	Mobility Support Operations	1	Annually
POLICE INTELLIGENCE	Police Intelligence	1	Annually
33-GRP-3026	Conduct Military Information Support Operations	1	Annually
*COOR CBRN PROTECTION*	Coordinate CBRN Protection	0	Not Selected
ART 5.0	Conduct Mission Command	0	Other
ART 4.2.1	Provide Human Resources Support (ART 4.2.1)	0	Not Selected
CONDUCT FORCE PROTECTION	CONDUCT FORCE PROTECTION	4	Quarterly
*ESTABLISH CO HQ*	Establish Company Headquarters	0	Not Selected
33-GRP-3026	Conduct Military Information Support Operations	4	Quarterly

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

#### NVG Statement: None

### Prerequisite Collective Task(s): None

### Supporting Collective Task(s): None

#### OPFOR Task(s): None

### Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805C-42A-1319	Identify Human Resources (HR) Systems	805C - Adjutant General (Individual)	Approved
	805C-42B-6108	Report Casualty Information	805C - Adjutant General (Individual)	Approved
		Conduct Human Resources Planning using Military Decision Making Process	805C - Adjutant General (Individual)	Approved

#### Supporting Drill(s): None

#### Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.2.1	Conduct Casualty Operations

#### TADSS

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

#### Equipment (LIN)

LIN	Nomenclature	Qty
70209N	Computer, Personal Workstation	1

#### Materiel Items (NSN)

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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. None

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. 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 current CBRN doctrine. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must insure 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).