Training and Evaluation Outline Report

Status: Approved
30 Apr 2010
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Task Number: 12-CMD-1232

Task Title: Manage Casualty Reporting (ESC-HROB)

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	Required	Primary	Source Information
	(DO NOT USE SUPEREDED) AR 25-50	Preparing and Managing Correspondence	Yes	No	
	(DO NOT USE SUPERSEDED) ATP 4-93	Sustainment Brigade	Yes	No	
	AR 600-20	Army Command Policy	Yes	No	
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	No	
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No	
	ATP 1-0.2	Theater-Level Human Resources Support	Yes	No	
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No	
	FM 1-0	Human Resources Support	Yes	Yes	

Conditions: The Sustainment Brigade is deployed to an operational theater to provide sustainment to designated forces within a specified area. The supported command's Operations Order/deployment order directs the sustainment brigade to manage/coordinate casualty reporting for specified forces during the deployment on an area basis. The Human Resources Operations Branch (HROB) within the Support Operations (SPO) Section, has staff responsibilities to supervise casualty reporting activities required for deploying units/elements. The commander issues planning guidance to provide Human Resources (HR) support to units within the specified area to facilitate casualty reporting requirements. Unit standard operating procedures (SOPs) AR 25-50, AR 600-20, AR 600-8-1, ATP 1-0.2 and FM 1-0 are available. The section has appropriate connectivity to both NIPR and SIPR systems and access to all necessary automated personnel systems. Technical guidance is received from the Human Resources Sustainment Center (HRSC) and higher headquarters SPOs, as appropriate. Communications are established with subordinate and adjacent units and with higher headquarters. Command and control information systems are operational and passing information in accordance with tactical SOPs. The brigade is conducting operations in a dynamic and complex operational environment (OE) against a hybrid threat. 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.

Standards: The HROB will ensure Casualty Liaison Teams (CLTs) are established at specified Medical Treatment Facilities (MTF), Mortuary Affairs Collection Points (MACP), Division/Corps G1, and equivalent general officer commands within the supported area of operations. Ensure CLTs have required communications equipment and are able to establish communications with the HR platoon headquarters, supported units, and Theater Casualty Assistance Center (CAC). Ensure CLTs submit all categories of required casualty reports within prescribed time frames using the Defense Casualty Information Processing System (DCIPS). Ensure CLTs provide the patient's assigned unit with their current status and as changes in their medical status occur, within prescribed time lines. Ensure CLTs assist casualty patients with pay, mail, Morale, Welfare and Recreation (MWR) access and other authorized administrative support. Based on the brigades authorized strength, 85% of the brigades leaders and 80% of Soldiers are present at the training. The brigade attains 90% on performance measures, 100% on critical performance measures, and 90% on leader performance measures achieving a "T" rating.
NOTE: Leaders are identified as Chief, Support Operations Officer, HR Technician and Senior HR SGT.

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare			Execute						Evaluate	
Operational Environment (BDE & Above)		Training Environment (L/V/C)	% Leaders present at training/authorized	% Present at training/authorized	External evaluation	Performance measures	Critical performance measures	Leader performance measures	Evaluator's observed task proficiency rating	Commander's assessment
Dynamic and Complex (All OE Variables and Hybrid Threat)	Day	IAW unit CATS statement.	>=75%	>=80%	Yes	>=80% GO	All	>=85% GO	T	T
Dynamic and Complex (All OE Variables and Single Threat)			60-74%	60-79%		65-79% GO		75-84% GO	P	P
Dynamic and Complex (<All OE Variables and Single Threat)			<=59%	<=59%	No	<65% GO	<All	<=74% GO	U	U

Remarks: None

Notes: Risk Assessment

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

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DANGER

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

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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.

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CAUTION

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

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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. Chief, HROB reviews CLT support requirements within area of operations.			
a. Verifies current support requirements.			
b. Monitors future planning options.			
c. Provides staff with planning guidance.			
d. Recommends additions or reductions in personnel requirements, as appropriate.			
e. Recommends commander's critical information requirements (CCIR) and reporting frequency.			
f. Briefs commander and higher headquarters on casualty liaison team operational status.			
+ 2. HROB personnel monitor casualty liaison operations within area of operations (AO).			
a. Receive chief's planning guidance.			
b. Coordinate with Human Resources Company (HR CO) for CLT assignments and locations.			
c. Verify operational status of each CLT.			
d. Coordinate with HRSC or higher headquarters SPO, as appropriate, for future requirements.			
3. HROB personnel coordinate with HR CO headquarters.			
a. Determine personnel status of each CLT.			
b. Determine status of communications equipment and connectivity.			
c. Determine routine activity by site.			
d. Establish requirements and frequency for CLT input to CCIR.			
4. HROB personnel assist the HR CO in coordinating logistical support for CLTs.			
a. Coordinate with Patient Affairs (PA) at designated Medical Treatment Facilities (MTF) for work area and life support.			
b. Coordinate with Operations Section of designated Mortuary Affairs Company for work area and life support.			
c. Coordinate with supported G1 sections work area and life support.			
d. Coordinate with appropriate G/S6s of supported elements for communications support.			
5. HROB personnel receive technical guidance from the Casualty Operations Division (COD), HRSC and/or higher headquarters SPO, as appropriate.			
a. Review guidance for distribution and implementation.			
b. Add additional instructions as required for local requirements or ease of use.			
c. Distribute technical guidance to HR CO for all CLT elements and unit G1/ S1s, as appropriate, within area of operations.			
+ 6. HROB personnel assess CLT capabilities and casualty reporting operations.			
a. Establish reporting requirements with supporting HR CO.			
(1) Specify data elements and format (reports processed and type of reports).			
(2) Establish reporting channels.			
(3) Specify reporting periods and submission times.			
b. Coordinate manning and equipment assessment with higher headquarters.			
c. Coordinate personnel augmentation or force requirement requests based upon mission, enemy, terrain and weather, troops and support available, time available, civil considerations (METT-TC) or Military Decision Making Procress (MDMP) (future operations).			
d. Prepare requests for additional personnel and equipment required.			

Task Performance Summary Block

Training Unit	ITERATION							
	1		2		3		4	
Date of Training per Iteration:								
Day or Night Training:	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, P, U								

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	71-CMD-5100	Conduct the Operations Process for Command and Control (C2)	71 - Mission Command (Collective)	Approved

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805C-42H-8107	Implement Human Resources Planning and Operations Using the 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 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).