

Report Date: 29 Apr 2012

**Summary Report for Individual Task
805C-420-7004
Administer Casualty Operations in Theater
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are the HR Tech in charge of Casualty Operations at echelons above brigade. You have received an OPORD for deployment to an immature theater. Your supervisor has tasked you to review the casualty program for your organization and be prepared to execute theater casualty operations within your Area of Responsibility. You have access to FM 1-0 (Human Resources Support), AR 600-8-1 (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), and DD Form 93 (Record of Emergency Data), SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate), DA Form 1156 (Casualty Feeder Card). You have DCIPS CF/CR, user manual and access to HR enabling systems. Some iterations of this task should be performed in MOPP.

Standard: Develop a casualty operations SOP that covers pre-deployment, deployment, and redeployment operations. Submit error-free initial casualty reports to higher headquarters, as applicable. Submit all supplemental casualty reports as updates occur. Reconcile all casualty information with the appropriate unit, medical personnel, CLTs, Mortuary Affairs (MA) collection points or other sources to substantiate casualty information.

Special Condition: None

Special Standards: None

Special Equipment: None

MOPP: Sometimes

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Assess mission requirements.
 - a. Determine format for the unit battle roster.
 - b. Identify methods of collecting casualty data within the area of operation.
 - c. Determine a means of verifying the casualty status of a person.
 - d. Develop the process for verifying the accuracy of all casualty information.
 - e. Format letters of sympathy, condolence, and concern.
 - f. In coordination with the chaplain, develop memorial SOP.
2. Develop Casualty Guidance for an AOR.
 - a. Coordinate Casualty reporting requirements.
 - b. Determine Casualty structure required to support the Theater mission.
 - c. Determine policy and procedures for subordinate units.
 - (1) Awards.
 - (2) Promotions (posthumous).
 - (3) Casualty Mail.
 - (4) Pay, benefits, and entitlements.
 - (5) Citizenship (posthumous).
 - (6) Line of Duty.
3. Operate Casualty Operations section.
 - a. Synchronize casualty operations between G1/AG, CLTs, MTFs, and Mortuary Affairs activities.
 - b. Provide Casualty technical guidance to all CLTs, Bde and BCT S-1 Sections.
 - c. Receive and forward all casualty reports.
 - d. Receive OPCON of all HR platoons, HQs, and CLTs.
 - e. Monitor status of all AR 15-6 and LOD death investigations.
 - f. Ensure letters of condolence or sympathy are completed.
4. Establish data links with higher reporting element.

5. Establish, monitor and maintain Casualty Database(s).

(Asterisks indicates a leader performance step.)

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. Assessed the mission requirements.			
2. Developed Casualty Guidance for an AOR.			
3. Operated Casualty Operation section.			
4. Established data links with higher reporting element.			
5. Established, monitored and maintained Casualty Database (s).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-25	SALUTES, HONORS, AND VISITS OF COURTESY	Yes	No
	AR 600-8-1	ARMY CASUALTY PROGRAM	Yes	No
	AR 600-8-4	LINE OF DUTY POLICY, PROCEDURES, AND INVESTIGATIONS	Yes	No
	AR 638-2	CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	Yes	No
	DCIPS FORWARD USER MANUAL	Defense Casualty Information Processing System Forward User Manual	No	No
	DD FORM 93	RECORD OF EMERGENCY DATA	No	No
	FM 1-0	HUMAN RESOURCES SUPPORT	Yes	No
	SGLV FORM 8286	Servicemen's Group Life Insurance Election and Certificate	No	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 FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination.
 Safety Statement: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42B-6004	Manage Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Analysis
805C-42B-6017	Manage Line of Duty (LOD) Investigations	805C - Adjutant General (Individual)	Analysis

Supported Individual Tasks : None**Supported Collective Tasks :** None**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
420A - Human Resources Technician - CW3	Warrant Officer	MOS: 420A, Skill Level: CW3
420A - Human Resources Technician	Warrant Officer	MOS: 420A