

Report Date: 29 Apr 2012

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

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

DESTRUCTION NOTICE: None

Condition: You are the battalion S-1 and your unit is preparing to deploy. Your commander directed you to review the casualty program and ensure your unit is prepared to execute casualty operations. 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), DD Form 93 (Record of Emergency Data), SGLV 8286, and DA Form 1156 (Casualty Feeder Card). You have DCIPS-CF software and user's manual. Some iterations of this task should be performed in MOPP.

Standard: Administer the casualty operations mission for your unit, ensuring casualties are properly reported in accordance with theater policy, notification of Next of Kin (NOK) is completed and all necessary casualty related HR key functions are accomplished without error.

Special Condition: None

Special Standards: None

Special Equipment:

MOPP: Sometimes

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Develop unit Casualty SOP.
 - 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. Develop memorial SOP In coordination with the chaplain.
2. Execute pre-deployment casualty actions.
 - a. Identify trained Summary Court Martial Officers (SCMO).
 - b. Ensure that DD Form 93, SGLV, and unit specific casualty assistance documents are up-to-date.
 - c. Ensure rear detachment members are trained as Casualty Notification Officers (CNOs) and Casualty Assistance Officers (CAOs).
 - d. Update Soldiers' Officer Record Briefs (ORB), Enlisted Record Briefs (ERBs) and DA Form 2-1s.
 - e. Ensure access to DCIPS-CF.
 - f. Identify requirements for Fatal Accident Briefing.
 - g. Brief the Family Readiness Group (FRG) on the casualty notification process.
3. Ensure that all assigned or attached personnel are trained on and maintain required copies of DA Form 1156.
4. Update DD Form 93 and SGLV-8286 as changes occur.
5. Receive casualty information from subordinate or attached units (information may be received via casualty reporting system, DA Form 1156s, radio, or by other available methods).
6. Notify the commander and chaplain when a casualty occurs.
7. Verify casualty information through outside agencies, including Casualty Liaison Teams (CLT), Mortuary Affairs (MA) collection points, straggler information, provost marshal channels, or other means.
8. Submit initial casualty reports to brigade S-1 using DCIPS-CF when available or via DA Form 1156 when DCIPS-CF is not available.
9. When required, ensure a field grade officer from the battalion reviews and authenticates casualty information prior to submission of the initial report.
 - a. Initiate a heads-up phone call to the next higher level.

- b. Record the phone call (who you spoke with, date and time) for audit trail purposes.
10. Provide supplemental casualty report information whenever any additional casualty information is confirmed.
 11. Process posthumous promotions, awards, U.S. citizenship actions, if applicable.
 12. Appoint SCMO for personal effects.
 - a. Coordinate with battalion S-4 for movement of personal effects.
 - b. Log shipment information (date of pick up, who picked up, verify destination of NOK).
 13. Coordinate for an investigating officer to conduct AR 15-6 investigations (required for hostile deaths, suspected suicides, deaths resulting from military-related accidents, or friendly fire incidents).
 14. Ensure casualty operations are included in all OPORDs.
 15. Appoint LOD investigating officer for non-hostile injuries and deaths, as directed by commander,
 16. Dispatch letters of sympathy and/or condolence.
 17. Monitor status of casualties.
 - a. Utilize Joint Patient Assessment Tracking System.
 - b. Track evacuated casualties back to home station.
 - (1) Establish contact with the appointed CAO.
 - (2) Coordinate escorts for remains, as required.
 - c. Provide updates to the commander.
 18. Process casualty mail.
 19. Assist chaplain, as needed.

(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. Developed unit Casualty SOP.			
2. Executed pre-deployment casualty actions.			
3. Ensured that all assigned or attached personnel are trained on and maintain required copies of DA Form 1156.			
4. Updated DD Form 93 and SGLV-8286 as changes occurred.			
5. Received casualty information from subordinate or attached units.			
6. Notified the commander and chaplain when a casualty occurs.			
7. Verified casualty information through outside agencies.			
8. Submitted initial casualty reports to brigade S-1.			
9. Ensured a field grade officer from the battalion reviewed and authenticated casualty information prior to submission of the initial report.			
10. Provided supplemental casualty report information whenever any additional casualty information is confirmed.			
11. Processed posthumous promotions, awards, U.S. citizenship actions, if applicable.			
12. Appointed SCMO for personal effects.			
13. Coordinated for an investigating officer to conduct AR 15-6 investigations.			
14. Ensured casualty operations were included in all OPORDs.			
15. Appointed LOD investigating officer for non-hostile injuries and deaths, as directed by commander.			
16. Dispatched letters of sympathy and/or condolence.			
17. Monitored status of casualties.			
18. Processed casualty mail.			
19. Assisted chaplain, as needed.			

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 Statement: 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 :

Task Number	Title	Proponent	Status
12-6-0005(Step: 2.)	Conduct Casualty Operations	12 - Adjutant General (Collective)	Approved
12-2-9006(Step: 1.)	Conduct Casualty Liaison Team Activities	12 - Adjutant General (Collective)	Approved
12-6-9904	Conduct Casualty Operations	12 - Adjutant General (Collective)	Proposed
(Step: 1.)	Created from Template: Conduct Casualty Liaison Team Activities	12 - Adjutant General (Collective)	Proposed
(Step: 1.)	Created from Template: Conduct Casualty Liaison Team Activities	12 - Adjutant General (Collective)	Proposed

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42B0 - Human Resources Officer - CPT	Officer	AOC: 42B, Rank: CPT
42B0 - Human Resources Officer	Officer	AOC: 42B