

805C-42A-3474
Review a Casualty Report
Status: Approved

Security Classification: U - Unclassified

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 29207 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: In an operational environment, you are assigned as a HR NCO in a Battalion S-1 and have been tasked by your Senior HR NCO to review a casualty report for your unit. You have access to AR 638-8 (Army Casualty Program), DA PAM 638-8 (Procedures for The Army Casualty Program), Soldier Record Brief (SRB), DD Form 93 (Record of Emergency Data), SGLV 8286 (Servicemembers' Group Life Insurance Election and Certification), Servicemembers' Group Life Insurance (SGLI) On-Line enrollment System (SOES), Interactive Personnel Election Electronic Records Management System (iPERMS), DA Form 1156 (Casualty Feeder Card), Defense Casualty Information Processing System (DCIPS), and the DCIPS Personnel Casualty Reporting (PCR) user guide. This task should not be trained in MOPP 4.

Standards: Review a casualty report IAW AR 638-8, without error utilizing a GO/NO GO criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are assigned as a HR NCO in a Battalion S-1 and have been tasked by your Senior HR NCO to review a casualty report for your unit.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Review basic casualty reporting principles.

a. Identify what constitutes a casualty.

b. Identify casualty types.

(1) Hostile.

(2) Non-hostile.

(3) Pending.

c. Identify casualty status.

(1) Deceased.

(2) Missing.

(3) Beleaguered.

(4) Besieged.

(5) Captured.

(6) Detained.

(7) Interned.

(8) Missing / Missing in Action (MIA).

(9) Duty Status - Whereabouts Unknown (DUSTWUN).

(10) Very Seriously Ill or Injured (VSI).

(11) Seriously Ill or Injured (SI).

(12) Not Seriously Ill or Injured (NSI).

d. Identify reportable casualties.

(1) All active duty Soldiers.

(2) United States Army Reserve (USAR) / Army National Guard (ANG) Soldiers during the period of such inactive duty training or between successive days of inactive duty training, and/or while en route to or from.

(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.

e. Identify required data elements for 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.

f. 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).

g. Identify Special Circumstances Reports.

- (1) Suspected Friendly Fire casualties.
- (2) Air or sea movement to or from overseas commands.
- (3) During Field Training Exercises.

2. Review 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 DD Form 93.
- (3) Update SGLI.
- (4) Scrub awards and SRBs.
- (5) Coordinate with S-6 for DCIPS connectivity.
- (6) Conduct rear detachment training for casualty notification.

- (7) Train DCIPS users.
 - (8) Coordinate training for Casualty Notification Officers (CNOs) and Casualty Assistance Officers (CAOs).
 - (9) Provide unit crests and patches to U.S. Air Force port mortuary.
 - (10) Develop Casualty Standing Operating Procedures (SOP).
 - (11) 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 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 DD Form 93.
- (1) Emergency Contact Information.
 - (2) Benefits Related Information.
- b. Verified SGLV 8286 using SOES or iPERMS.

- (1) Personal data.
- (2) Amount of insurance.
- (3) Beneficiary(ies) and Payment Options.

4. Perform DCIPS functions.

a. Identify type of report.

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

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.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier "GO" if all steps are passed. Score the Soldier "NO-GO" if any step is failed. If the Soldier fails any step, show what was done wrong and how to do it correctly.

Evaluation Preparation: Ensure that all materials, parts, manuals, forms and equipment (or appropriate substitutions) required in the condition statement are available to the Soldier.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed basic casualty reporting principles.			
a. Identified what constitutes a casualty.			
b. Identified casualty types.			
c. Identified casualty status.			
d. Identified reportable casualties.			
e. Identified required data element for DA Form 1156.			
f. Identified wartime casualty reporting standards.			
g. Identified Special Circumstances Reports.			
2. Review 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 DD Form 93.			
b. Verified SGLV 8286 using SOES or 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	Source Information
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	Yes	
	DA FORM 1156	CASUALTY FEEDER REPORT	Yes	No	
	DD FORM 93	RECORD OF EMERGENCY DATA	Yes	No	
	PAM 638-8	PROCEDURES FOR THE ARMY CASUALTY PROGRAM	Yes	No	
	SOFTWARE-DCIPS	Defense Casualty Information Processing System Software	Yes	No	
	User Guide DCIPS-PCR	User Guide DCIPS-PCR	Yes	No	
	VA FORM SGLV-8286	SERVICEMEMBERS 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 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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
12-DIV-0007(Step: 6.)	Monitor Casualty Operations (G1)	12 - Adjutant General (Collective)	Approved
12-BN-0037(Step: 5.)	Conduct Strength Reporting (S1)	12 - Adjutant General (Collective)	Analysis
12-BDE-1234(Step: c.)	Coordinate Human Resources Support to Replacement Operations (DSB HROB)	12 - Adjutant General (Collective)	Analysis
12-CORP-0009(Step: 6.)	Monitor Human Resources Management Support (G1)	12 - Adjutant General (Collective)	Approved
12-BN-0037(Step: 5.)	Conduct Strength Reporting (S1)	12 - Adjutant General (Collective)	Approved
12-CMD-1232(Step: 6.)	Manage Casualty Reporting (ESC-HROB)	12 - Adjutant General (Collective)	Analysis
12-DIV-0009(Step: 5.)	Provide Human Resources Management Support (G1)	12 - Adjutant General (Collective)	Approved
12-BDE-1234(Step: 4.)	Coordinate Human Resources Support to Replacement Operations (HROB)(DSB)	12 - Adjutant General (Collective)	Approved
12-BN-0005(Step: 2.)	Conduct Casualty Operations (S1)	12 - Adjutant General (Collective)	Analysis
12-DIV-0009(Step: 5.)	Provide Human Resources Management Support (G1)	12 - Adjutant General (Collective)	Analysis
12-BDE-0005(Step: 9.)	Conduct Casualty Operations (S1)	12 - Adjutant General (Collective)	Analysis
12-CO-1258(Step: 8.)	Conduct HR Support to Replacement Operations (HR CO DSB)	12 - Adjutant General (Collective)	Approved
12-CORP-0009(Step: 6.)	Monitor Human Resources Management Support (G1)	12 - Adjutant General (Collective)	Analysis
12-BN-0037(Step: 7.)	Conduct Strength Reporting (S1)	12 - Adjutant General (Collective)	Analysis
12-BN-0037(Step: 7.)	Conduct Strength Reporting (S1)	12 - Adjutant General (Collective)	Approved
12-CORP-0007(Step: 6.)	Monitor Casualty Operations (G1)	12 - Adjutant General (Collective)	Approved
12-BDE-0005	Conduct Casualty Operations (S1)	12 - Adjutant General (Collective)	Approved
12-CO-1257(Step: 4.)	Provide HR Support to Casualty Operations (HR CO DSB)	12 - Adjutant General (Collective)	Approved
12-DIV-0007(Step: 6.)	Monitor Casualty Operations (G1)	12 - Adjutant General (Collective)	Analysis
03-CMD-6900(Step: 6.)	Conduct CBRN Operations	03 - CBRN (Collective)	Approved
12-CMD-1233	Monitor Casualty Reporting (ESC-HROB)	12 - Adjutant General (Collective)	Approved
12-CORP-0007(Step: 6.)	Monitor Casualty Operations (G1)	12 - Adjutant General (Collective)	Analysis

Knowledges :

Knowledge ID	Knowledge Name
805C-K-0690	Contents of SGLV Form 8286.
K8054	What the purpose of a Casualty Report is
805C-K-0694	Contents of DA Form 1156 or alternate casualty notification.
805C-K-0697	Contents of Casualty report.
K23896	Know how to Review Casualty Reports
805C-K-0470	Contents of Soldier's SRB/ORB
805C-K-0569	Contents of DD Form 93

Skills :

Skill ID	Skill Name
805C-S-0519	Interpret DD Form 93

805C-S-0397	Extract information from various forms of casualty notification.
805C-S-0544	Interpret SGLV-8286
805C-S-0145	Locate the casualty's ERB/ORB
805C-S-0845	Operate iPERMS
805C-PAD-8001-S2	Ability to complete DA Form 1156
805C-S-0149	Extract information from Casualty Feeder Report
805C-S-0462	Interpret a casualty log
805C-S-0492	Interpret Casualty Report.
S3212	Ability to Review Casualty Reports
805C-S-0651	Route Casualty Report.

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI