

Report Date: 29 Apr 2012

**Summary Report for Individual Task
805C-42H-8105
Coordinate Deployed Casualty Operations
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: You are assigned as a Brigade S-1 and your unit is preparing to deploy. Your commander has directed you to review the casualty operations 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), and DD Form 93 (Record of Emergency Data), DA Form 1156 (Casualty Feeder Card). You have access to DCIPS-CF and 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 activities. Submit error-free initial casualty reports to higher headquarters within 4 hours of incident. Submit all supplemental casualty reports as updates occur. Reconcile all casualty information with the appropriate unit, medical personnel, Casualty Liaison Teams (CLTs), Mortuary Affairs (MA) Collection Points or other sources to substantiate casualty information.

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. Review Theater Casualty Reporting Requirements.
2. Develop Casualty Operations SOP.
 - a. Process posthumous awards.
 - b. Process posthumous promotions.
 - c. Process requests for citizenship.
 - d. Establish training on casualty operations standards and responsibilities.
 - e. Establish Next-Of-Kin (NOK) notification procedures.
 - f. Establish battle drills on casualty reports and processing.
 - g. Develop DCIPS-CF training.
 - h. Develop unit memorial services program.
 - i. Process Line of Duty (LOD) investigations and determinations.
 - j. Process theater and home stations personal effects to include appointment and training of Summary Court Martial Officers (SCMO).
 - k. Determine unit-specific military funerals and honors.
3. Conduct Brigade S-1 pre-deployment casualty operations.
 - a. Ensure DD 93 (Record of Emergency Data) and SGLV-8286 are up-to-date.
 - b. Ensure DD Form 1833 (Isolated Personnel Report) is complete.
 - c. Verify unit patches and crests are at port mortuary.
 - d. Train DA Form 1156 (Casualty Feeder Report) preparation.
 - e. Train DCIPS.
 - f. Ensure subordinate units train basic casualty reporting procedures down to individual Soldier level.
 - g. Brief Family Readiness Group (FRG) on notification process.
 - h. Identify trained and available SCMOs.
 - i. Verify subordinate unit casualty operations training.
 - j. Ensure rear detachment maintains roster of trained and certified Casualty Assistance Officers (CAO)/Casualty Notification Officers (CNO).
 - k. Ensure Casualty Operations are included in all OPORDs/OPLANs.

4. Conduct Brigade S-1 deployed casualty operations.

- a. Establish voice and data connectivity.
- b. Provide casualty support for subordinate units.
- c. Facilitate casualty processing with higher headquarters through HQDA.
- d. Maintain visibility on all deployed personnel.
- e. Verify casualty information from subordinate units.
- f. Submit casualty reports to higher headquarters using DCIPS.
- g. Coordinate with Medical Treatment Facilities (MTF) and Casualty Liaison Teams (CLT) to monitor status of all evacuated casualties.
- h. Submit supplemental casualty reports as required.
- i. Process promotions, awards and citizenship. as applicable.
- j. Monitor movement of personal effects.
- k. Prepare appointment orders for investigation officers, as applicable.
 - (1) Appoint SCMO.
 - (2) Appoint LOD Investigating Officer.
 - (3) Appoint AR 15-6 Investigating Officer.
- l. Prepare and dispatch Letters of Condolence/Sympathy.
- m. Ensure Casualty Operations are included in all OPORDs.
- n. Provide casualty status updates as required.
- o. Conduct casualty operations staff coordination (XO, S-3, S-4, Support Operations Officer (SPO), Public Affairs Officer (PAO), Chaplain).
- p. Process casualty mail.
- q. Update duty status on PERSTAT and human resources databases.
- r. Initiate LOD as applicable.
- s. Coordinate through Casualty and Mortuary Affairs Operations Center (CMAOC) with General Officer Management Officer (GOMO) representative attending memorial support.

5. Conduct Brigade S-1 Redeployment Casualty Operations.

- a. Maintain SCMO records.
- b. Maintain AR 15-6 investigations.
- c. Maintain official CMAOC Casualty Report.
- d. Coordinate travel for command visits to Next of Kin (NOK), as required.
- e. Update Casualty SOP.

(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. Reviewed Theater Casualty Reporting Requirements.			
2. Developed Casualty Operations SOP.			
3. Conducted Brigade S-1 pre-deployment casualty operations.			
4. Conducted Brigade S-1 deployed casualty operations.			
5. Conducted Brigade S-1 redeployment casualty operations.			

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
	DA FORM 1156	CASUALTY FEEDER REPORT	No	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 : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-42H-8101	Direct Personnel Readiness Management (PRM)	805C - Adjutant General (Individual)	Approved
805C-42H-8107	Implement HR Planning and Operations Using MDMP	805C - Adjutant General (Individual)	Approved

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Obsolete - 42A1 - Human Resources Officer - MAJ		
Obsolete - 42A1 - Human Resources Officer		