

Summary Report for Individual Task
805C-420-6002
Implement Casualty Operations Program
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the USASSI Fort Jackson SC foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned to an S-1 section and your commander has directed you to establish casualty operations for your command. 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), access to Interactive Personnel Electronics Records Management System (iPERMS), DD Form 93 (Record of Emergency Data), SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate) and DA Form 1156 (Casualty Feeder Card). You have access to the Defense Casualty Information Processing System (DCIPS), user manual, and an Army Human Resources Workstation. Some iterations of this task should be performed in MOPP 4.

Standard: Integrate casualty reporting procedures in the unit that ensure 100% of all casualties are properly reported within theater standards, Next of Kin (NOK) notification is confirmed, remains and personal effects are recovered and S-1 key functions are accomplished without error.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Implement the commanders intent for casualty operations.
2. Initiate a "heads-up" phone call to the next higher level upon notification of a casualty.
3. Review the initial casualty report and submit DCIPS input to higher headquarters IAW published guidance.
 - a. Ensure initial casualty reports for deceased/Duty Status Whereabouts Unknown (DUSTWUN) are authenticated by a field grade officer or higher.
 - b. Complete initial casualty report's required minimum information and forward.
 - c. Confirm accuracy and completeness of the casualty report against all source documents.
 - d. Provide copies of DD93 and SGLV 8286 to next higher level/Casualty Area Command (CAC) IAW local standing operating procedures (SOP).
 - e. Any missing or changed data will be sent on supplemental reports until all information is completed.
4. Update duty status on personnel systems.
5. Coordinate with the medical officer and Casualty Liaison Teams (CLTs) to monitor patient tracking.
6. Confirm notification of Primary Next-of-Kin (PNOK).
7. Process awards, promotions and evaluations, if applicable.
8. Appoint a Summary Court Martial Officer (SCMO) and AR 15-6 Officer, if required.
9. Process casualty mail.
10. Prepare letters of sympathy and/or condolence.
 - a. A copy of the letters must be forwarded to higher headquarters for review IAW regulatory guidance.
 - b. Mail the letters IAW regulatory guidance after confirmation of PNOK notification.
11. Update commander throughout the process.
12. Confirm with S-4 movement of Personnel Effects (PE) is completed.
13. Assist Chaplain with memorial ceremony.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

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. Implemented the commanders intent for casualty operations.			
2. Initiated a "heads-up" phone call to the next higher level upon notification of a casualty.			
3. Reviewed the initial casualty report and submitted DCIPS input to higher headquarters IAW published guidance.			
4. Updated duty status on personnel systems.			
5. Coordinated with the medical officer and CLTs and monitored patient tracking.			
6. Confirmed notification of PNOK.			
7. Processed awards, promotions and evaluations if applicable.			
8. Appointed a SCMO and AR 15-6 Officer, if required.			
9. Processed casualty mail.			
10. Prepared letters of sympathy and/or condolence.			
11. Updated commander throughout the process.			
12. Confirmed with S-4 movement of PE was complete.			
13. Assisted Chaplain with memorial ceremony.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-25	SALUTES, HONORS, AND VISITS OF COURTESY	Yes	No
	AR 600-8-4	Line of Duty Policy, Procedures, and Investigations	Yes	No
	AR 638-2	ARMY MORTUARY AFFAIRS PROGRAM	Yes	No
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	Yes
	DD FORM 93	RECORD OF EMERGENCY DATA	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	SGLV FORM 8286	Servicemen's Group Life Insurance Election and Certificate	Yes	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 ATP 5-19, Risk Management. 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 FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
-------------	-------	-----------	--------

805C-201-0004	Administer Casualty Operations	805C - Adjutant General (Individual)	Approved
---------------	--------------------------------	--------------------------------------	----------

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
STRUCTURED SELF DEVELOPMENT COURSE (SSD III) ICTL	Enlisted	MOS: 000, Skill Level: SL3