DCIPS CASUALTY REPORTING
USER GUIDE

23 MAY 2014
Update
The Guide is applicable for use by all Services for the DCIPS casualty reporting process. This Guide is for the technical, hands-on use of DCIPS for creating casualty reports and does not include individual Service policy.

Defense Casualty Information Processing System (DCIPS) is the Department of Defense functional information system of record for casualty and mortuary affairs business information processes. DCIPS is a single standard system supporting uniform procedures, accounting and accurate reporting of casualties, ensuring support of family members, benefits tracking, coordinating mortuary affairs, and the return of personal effects and human remains. DCIPS functional requirements are approved by the DCIPS CCB.

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# Table of Contents

**Purpose** ................................................................................................................. 5  
**References** ............................................................................................................ 5  
**Military Service Casualty Offices:** .......................................................................... 5  
**DCIPS Overview** .................................................................................................... 6  
  
## DCIPS Access ........................................................................................................ 7  
  - Request for Access-New User ............................................................................ 7  
  - Renewal of Access ............................................................................................. 8  
  - Reinstate a DCIPS Portal Account .................................................................... 9  
  - New Common Access Card .............................................................................. 9  
## DCIPS Portal .......................................................................................................... 10  
  - DOD Notice and Consent ................................................................................. 10  
  - DOD and Human Resources Command User Agreement (UA) ..................... 11  
  - The DCIPS Portal Home Page ......................................................................... 12  
## Web Application tips ............................................................................................ 13  
  - Browser Refresh or Post-back ......................................................................... 13  
  - Opening Multiple DCIPS Browsers ................................................................ 13  
  - Understanding Browsers (Or, How I Learned to Love my Browser) ............ 13  
  - Saving to Favorites ............................................................................................ 13  
## Reportable Casualties ............................................................................................ 14  
  - Who is a Casualty .............................................................................................. 14  
  - Who is Reportable ............................................................................................. 14  
    - Military Personnel ......................................................................................... 14  
    - Retired Military ............................................................................................. 15  
    - Federal Civilians ........................................................................................... 15  
    - Dependents and Other Categories .................................................................. 16  
## Types of Casualty Reports ..................................................................................... 17  
  - Initial (INIT) ...................................................................................................... 17  
  - Supplemental Reports (SUPP) ........................................................................ 17  
  - Progress Reports (PROG) .............................................................................. 17  
  - Status Change Reports (STACH) .................................................................... 17  
## Casualty Report Flow .............................................................................................. 18  
  - Reporting Channels .......................................................................................... 18  
  - Reporting Flow Diagram .................................................................................. 18  
## Initial Reports .......................................................................................................... 20  
  - Required Data Elements .................................................................................. 20  
    - Data Field Definitions .................................................................................. 20  
    - Critical Data Fields ...................................................................................... 23  
  - Casualty Report Data Tabs ............................................................................... 24  
    - Casualty Tab .................................................................................................. 24  
    - Incident ......................................................................................................... 24  
    - Personnel Information .................................................................................. 24  
    - Secondary ....................................................................................................... 24  
    - Next of Kin ..................................................................................................... 24
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casualty Assistance Officers</td>
<td>25</td>
</tr>
<tr>
<td>Awards</td>
<td>25</td>
</tr>
<tr>
<td>Progress Report</td>
<td>25</td>
</tr>
<tr>
<td>Body Armor</td>
<td>25</td>
</tr>
<tr>
<td>Multiple Casualty Incident</td>
<td>26</td>
</tr>
<tr>
<td>Create a Multiple Casualty Template</td>
<td>26</td>
</tr>
<tr>
<td>Supplemental Reports</td>
<td>28</td>
</tr>
<tr>
<td>Replicate method</td>
<td>29</td>
</tr>
<tr>
<td>New Casualty Method</td>
<td>34</td>
</tr>
<tr>
<td>Rejected Reports</td>
<td>36</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>37</td>
</tr>
<tr>
<td>Appendix A - Frequently Used Terms</td>
<td>37</td>
</tr>
<tr>
<td>Appendix B – Service Casualty and Mortuary Contacts</td>
<td>39</td>
</tr>
<tr>
<td>Appendix C – References</td>
<td>39</td>
</tr>
<tr>
<td>Federal Law</td>
<td>39</td>
</tr>
<tr>
<td>Department of Defense</td>
<td>39</td>
</tr>
<tr>
<td>Department of the Air Force</td>
<td>39</td>
</tr>
<tr>
<td>Department of the Army</td>
<td>39</td>
</tr>
<tr>
<td>Department of the Navy</td>
<td>39</td>
</tr>
<tr>
<td>US Marine Corps</td>
<td>39</td>
</tr>
<tr>
<td>DCIPS HELP</td>
<td>39</td>
</tr>
</tbody>
</table>
Purpose

This User Guide provides a ready reference for preparing and submitting casualty reports using the Defense Casualty Information Processing System (DCIPS). This Guide will assist the user to:

- Become familiar with the terms related to casualty reporting operations
- Understand the flow of casualty reports inside and outside the Theater of Combat Operations
- Select and prepare each of the four types of casualty reports
- Be able to send accurate and timely casualty reports

References

- Department of Defense Instruction 1300.18 (DoDI)
- Privacy Act of 1974, Public Law No. 93-579 (Dec. 31, 1974)
- Appendix to DCIPS Training Guides (DCIPS Portal)
- Service regulations, policies, instructions and memorandums
- DCIPS Portal Access Policy

Military Service Casualty Offices:

- Air Force: Casualty Services Branch, Randolph Air Force Base, San Antonio, TX
- Army: Casualty and Mortuary Affairs Operations Center (CMAOC), Ft Knox, KY
- Marine Corps: HQ Marine Corps Casualty Section, Quantico, VA
- Navy: Navy Casualty Assistance Division, Millington, TN

See Appendix A for Service Casualty Office contact information
DCIPS Overview

DCIPS is a centralized DOD database system used by all branches of the military to account for and manage all reportable casualties in accordance with the DoDI 1300.18, Department of Defense Instructions - Personnel Casualty Matters, Policies, and Procedures along with each Services casualty and mortuary regulations, memorandums and other instructional policies.

The primary purpose and function of DCIPS is casualty and mortuary affairs case management beginning with reporting followed by notification, assistance and mortuary affairs. Portal access is granted primarily to personnel assigned the primary mission of reporting and managing casualty cases, such as Service casualty headquarters, CONUS and OCUNUS subordinate reporting elements and theater reporting units. Access by other DoD organizations may be authorized by the Service Casualty Headquarters on a case-by-case basis.

The DCIPS system resides on the DCIPS Portal that also hosts the Personal Effects Tracking System (PETS) used by the Joint Personal Effects Depot; the Mortuary Affairs Reporting and Tracking System (MARTS) used by a combat theater to ship and track remains and effects; and various other functions to assist in the casualty and mortuary case management process. The Portal is accessible via secure websites hosted on five different servers. Users may choose any one of four production server sites and one training server site as displayed below.

- Production Servers:
  - https://dcsa.hrc.army.mil
  - https://desb.hrc.army.mil
  - https://dcsc.hrc.army.mil
  - https://dcsd.hrc.army.mil
- Training Server:
  - https://dcse.hrc.army.mil

All information contained in the DCIPS data base is classified “For Official Use Only” or FOUO. This information is governed under the Privacy Act Laws and will not be discussed with those NOT having a need-to-know.

Casualty information is fed into the data base via casualty reports received from designated subordinate reporting elements by each military Service Branch. The casualty reports are the foundation of a casualty case managed at the Service Branch Casualty Headquarters using DCIPS-Case Management (DCIPS-CM).

NOTE: DCIPS-Forward (DCIPS-CF) is not a web-based reporting function and is available for download by any military group for reporting or training. DCIPS-CF reports may be imported into either DCIPS-CR or DCIPS-AL to continue the case management process. This process is covered in detail in the DCIPS-CF User Guide (1JUN2012).

DCIPS-CR is the first step in the web-based casualty reporting process and is built to assist reporting elements to emphasize accuracy and completeness of information for each report. The created casualty report is the initial and may be the only source of information for the NOK concerning the facts surrounding the individual’s death or injury. Reportable casualties and rules for reporting are covered by each Service Branch casualty policy, memorandum, instruction or regulation.
In the event of internet non-availability, manually prepared reports will be submitted. Manual reports will be created using DA Form 1156 (Army), or other form to capture incident data to assist the preparation of the casualty report. DCIPS-CF (Casualty Forward) may be used to submit reports by email through designated casualty reporting chain. Casualty reports should be submitted by any means available to include disk, phone, runner or fax. If the internet is functional but DCIPS-CR is not, use DCIPS-CF for casualty reports and submit via email through designated casualty reporting chain. Instructions for use of DCIPS-CF are contained in the DCIPS Forward User Guide posted in the Downloads section of the DCIPS Portal.

**DCIPS Access**

All DCIPS Portal access is administered by the DCIPS Program Data Manager located at Department of the Army, Human Resource Command, CMAOC, Ft Knox, KY.

DCIPS Portal access is based on position and duties in order to provide the navigation role needed by the user. Each request for access must include the following:

Minimum eligibility includes:

- Have at least a completed favorable National Agency Check with Credit Check (NAC).
- Be a United States citizen. Foreign nationals are not authorized access to DCIPS or information contained in DCIPS.

DCIPS Portal access is granted for a maximum of one (1) year at a time. Expiration dates are based on the date of the Information Assurance Awareness certificate for most users. Below is the breakdown of user categories for access and expiration:

- **Government Civilians** - annual IAA exam certificate
- **Military** – REFRAD and annual IAA exam certificate the earlier of the two.
- **Contractors** – Primary expiration is the contract, then the IAA exam certificate. The date used is the earlier of the two.

**Request for Access-New User**

1. Complete a DD Form 2875 System Authorization Request (SAAR)
   a. The user must complete Part 1 and sign; digital signature preferred.
   b. The system name requesting is Defense Casualty Information Processing System (DCIPS)
   c. The user’s supervisor must complete Part 2 and digitally sign.
   d. The user’s local Information Assurance Security Officer (IASO) completes blocks 22–25.
   e. Security Manager must sign off on Part 3, page 2, validating at least a favorable NAC investigation
   f. Scan and email the completed form to usarmy.knox.hrc.mbx.tagd-dcips@mail.mil.
   g. Contractors must provide the following information in Block 16:
      1. Company Name
      2. Contract Number
      3. Contract Expiration Date
g. ALL users must have a current Information Assurance Awareness exam certificate. This certificate is renewed annually and determines the account expiration date, except for contractors. Contractor account expiration depends on both the IAA certificate date and the contract expiration date. Expiration is determined by whichever is earlier.

2. Justification in Block 13 is required and must include the specific functions being requested. Specify DCIPS-CM, DCIPS-CR, MARTS, JPED, On Line Casualty Report, and so on.

3. Enter specific job function/position in block 6 to ensure receipt of the correct navigation role.

4. Complete an online registration for the portal account. Visit the https://dcsd.hrc.army.mil site and click on the ‘Account Request’ button to begin your registration. If you do not have an account or your account expired, the Account Request screen is the only one open for view.

**Renewal of Access**

Account expiration does NOT trigger the need for a new DD2875. You need a new DD2875 if:

- Access to DCIPS Portal has been expired for 1 year or more.
- Changed status from Contractor to Civilian or Military and vice versa
- Changed agencies within the DoD community. (e.g. CMAOC to IMCOM; Army to Navy)

DCIPS users will be automatically notified their account will expire in 30 to zero days.

Your account will expire in ____ days.

To extend your account access, please email your current Information Assurance Awareness Exam Certificate to DCIPS Support usarmy.knox.hrc.mbx.tagd-dcips@mail.mil

Once the account has expired, the user may be required to provide a new DD2875 as well as the current IAA certificate.

Your account expired on ______________.

To reinstate your account access, please email your current Information Assurance Awareness Exam Certificate to DCIPS Support usarmy.knox.hrc.mbx.tagd-dcips@mail.mil

If expired for 1 year or more, or you have changed agencies or status a new DD2875 is required for reinstatement.

Accounts may also have been locked for non-use, changing employment or status. This message will display on the DCIPS Screen to inform the user what to do if the account is locked.

Your account has been locked. Please contact the DCIPS Support usarmy.knox.hrc.mbx.tagd-dcips@mail.mil

COM: 502-613-8212
DSN: 983-8212
Reinstate a DCIPS Portal Account

If at one time in the past a user had a DCIPS Portal account, please state so on the DD2875, Block 13 and in the Justification block of the online registration. Old accounts may be re-instated with the proper paperwork. If you are not sure about an old account, please contact the DCIPS Help Desk.

New Common Access Card

If the user has recently received a new common access card (CAC) and is unable to enter DCIPS, send a digitally signed email to the DCIPS Help Desk at

usarmy.knox.hrc.mbx.tagd-dcips@mail.mil.
DCIPS Portal

DOD Notice and Consent

Each time you log on to the DCIPS Portal, you will see the screen below.

![DOD Notice and Consent](image)

**Figure 1 - DOD Notice and Consent**

To enter the Portal, click the **I Agree** box. Once you have logged in and agreed to the DOD Notice and Consent, you will be directed to the DOD and Human Resources Command User Agreement (UA) shown in Figure 2 below.
DOD and Human Resources Command User Agreement (UA)

At first entry to the Portal, you will be asked to accept the Usage Notice shown below. This action will be repeated periodically based on the date of last acceptance. Before proceeding, please take the time to read the following Usage Notice before clicking on I Accept:

---

**Usage Notice**

**Set and Evaluate Employment Through User Agreement (UA)**

You are now at the UA.

This Notice contains essential information and instructions to protect your interests, including information about how to access and use this system. This Notice is intended to ensure that your rights and obligations are clearly and accurately defined.

**By signing this document, you acknowledge and consent that you agree to use the system and the instructions set forth in the Notice.**

---

**Figure 2 - DOD and Human Resources Command User Agreement**

Once you have agreed to the **DOD and Human Resources Command Usage Notice**, you will be directed to the DCIPS Portal shown in Figure 3.
The DCIPS Portal Home Page
The DCIPS Portal is the user’s doorway to various tools available to manage casualty and mortuary affairs. Take a few minutes to become familiar with this Portal. The left hand side of the screen displays all functions a user is authorized access under ‘Production’. Also on the left, below the functions is ‘Downloads’. Click the ‘Downloads’, to display various user guides and other helpful documents for downloading and sharing.

![The DCIPS Portal](https://dcips.army.mil/portal_image/fig_3.png)

**Figure 3 - The DCIPS Portal**

The **DOD Message Board**, on the right-hand side of the screen, contains messages applicable to all DCIPS users regardless of Service. Each Service also has a message board for their users. It’s a good idea to get in the habit of checking the Message Board each time you enter the Portal. Information pertaining to planned system outages, changes or upgrades to the system will be posted as well as contact information for assistance if you encounter problems.
Web Application tips

Browser Refresh or Post-back
Watch the green bar at the bottom of the browser! When you perform any action such as a save, edit, page change and certain drop-down selections, the browser may perform a ‘post-back’ or screen refresh to update data for the next action. Wait for the post-back to complete. Watch the progress bar on the bottom of the screen.

Make sure the green bar at the bottom of the browser completes all the way (left to right) and then disappears before moving on. This indicates that the ‘post-back’ has completed. Moving too quickly will cause errors and may cancel the action being performed.

Opening Multiple DCIPS Browsers
Don’t! Opening multiple DCIPS browsers may cause data corruption. Also, when you open multiple DCIPS browsers, more server connections are created, causing the system to slow down even more.

Understanding Browsers (Or, How I Learned to Love my Browser)
A basic understanding of how browsers work may help you in your day-to-day interaction with DCIPS.

When you first connect to DCIPS (or any browser based application) the server creates a session. The session is how the server “remembers” you. The server will remember you as long as you continue to interact with it, e.g., you press save, edit, add, cancel, navigate to another page, or the page performs a post-back. If too much time passes between these events or the system recycles, then the server will forget you and drop your session causing a time-out. Simply typing into fields like name, journal, remarks, etc. does not remind the server that you are still there. So, if you spend five minutes typing a journal entry and never press save (for example), the server doesn’t “know” you’re still there and may time you out. The same occurs if you just leave the browser up sitting on a DCIPS page.

Saving to Favorites
Bookmark the Portal links in Favorites to more easily access the site before selecting ‘I Agree’ on the DOD Notice and Consent page. Be careful not to save the link after in Portal as the next time entry will produce an error.
**Reportable Casualties**

In accordance with each Service Casualty regulation, policy, instruction, order or manual, casualty reports are required for certain categories of military personnel. Primarily the governing document is the Department of Defense Instruction 1300.18 (2009) Personnel Casualty Matters, Policies and Procedures.

In addition, see specific Service guidelines:
- Air Force: Air Force Instruction 36-3002 (FEB 2012) Casualty Services
- Marines: Marine Corps Order 3040.4(2011) Marine Corps Casualty Assistance Program

Although terminology may be different the intent for all Services and those who require casualty reports is the same, particularly for Combat Theater Operations, any other hostile or terrorist event and current active duty casualties.

**Who is a Casualty**

*Any person who is lost to the organization by reason of having been declared beleaguered, besieged, captured, dead, diseased, detained, DUSTWUN, injured, ill, interned, missing, missing in action or wounded.*

A casualty report is required be created and sent forward as expeditiously as possible from the site of the incident through designated channels to the Service Casualty Headquarters of the casualty. See the contact information for Service Casualty HQs in the Appendix A.

Specific information on casualties incurred by personnel supporting classified assignments may be exempt from this policy and will not be immediately reported in the Defense Casualty Information Processing System (DCIPS). In this event, information will be declassified as rapidly as possible and reported in DCIPS to ensure accurate reporting and accounting of all personnel without putting sensitive operations at risk.

**Who is Reportable**

**Military Personnel**

1. **Active Duty Military**: ‘Active Duty’ includes personnel in Active Guard/Reserve (AGR) status, mobilized Reserve/Guard personnel under Title 10 USC, personnel in a ‘Sanctuary’ status close to retirement and recalled retired personnel.

2. **Reserve and Guard**: While en route to and from, or while participating in the following authorized and scheduled training activities: (Service acronyms may differ)
   - a. Annual Training (AT)
   - b. Inactive Duty for Training (IDT) This includes any regularly scheduled training
   - c. Active Duty for Training (ADT; Initial Active Duty for Training (IADT)
   - d. Full-time National Guard duty (FTNGD)
   - e. Temporary Tour of Active Duty (TTAD)
   - f. Active Duty Special Work


3. **Basic Trainee (DEP/IADT):** Individuals traveling to or from, or at a place for final acceptance for entry on active duty (AD) with the Army. This includes personnel in the Delayed Entry Program (DEP) en route to or from Recruiting Command approved activities.

4. **Cadets and ROTC** students enrolled in Reserve Officers’ Training Corps (ROTC) performing authorized training or travel (5 USC 8140 or 36 USC 2110). (United States Military Academy (USMA) cadets)

5. **AWOL** Soldiers in an absent without leave (AWOL) status or Absent Over Leave (AOL) status.

6. **Deserter** Soldiers in a deserter status.

7. **Other Service Personnel** When a person from another Service becomes a casualty and the sponsoring Service is not in the immediate area, a casualty report will be created.

**Retired Military**

8. Deceased retired general officers of the Army.

9. Deceased retired Soldiers who held the office of Sergeant Major of the Army.

10. Deceased Medal of Honor recipients.

11. All other retirees who die, including TIRL/PDRL retirees and those covered in accordance with 10 USC 1331 (grey area retirees – retired but not yet receiving retirement pay). Separated, or discharged Soldiers who die within 120 days of separation from the Army. This does not include Soldiers who were activated for training/duty and remain with a Reserve unit after their separation from active duty even though they received a DD Form 214.

12. Retirees who die after being continuously hospitalized, including hospice care facilities and veterans’ treatment, facilities, since the date of retirement or separation from service.

**Federal Civilians**

13. Federal civilian employees paid from appropriated funds and DOD civilian employees of the agencies listed below who are on authorized travel, or while assigned or deployed outside the United States or become a casualty as result of hostile activity:

   a) Defense Policy Board
   b) Advisory Committee of Net Assessment
   c) Office of Inspector General
   d) Defense Criminal Investigative Service
   e) European Command (EUCOM)
   f) Southern Command (SOUTHCOM)
   g) Joint Special Operations Command (JSOC)
   h) U.S. Forces, Korea (USFK)
   i) Defense Commissary Agency
   j) Defense Contract Audit Agency
   k) Defense Contract Management Agency
   l) Defense Legal Services Agency
   m) Defense Logistics Agency
   n) Defense Security Cooperation Agency
   o) Defense Security Service
   p) Defense Threat Reduction Agency
   q) Pentagon Force Protection Agency
r) Defense Prisoner of War/Missing Personnel Office  
s) Department of Defense Education Activity  
t) Department of Defense Dependents Schools  
u) Washington Headquarters Services  

**Dependents and Other Categories**

14. Representatives of the American Red Cross, United Service Organizations (USO), and Public Health Organization. 
15. Deceased Dependant and Family members of Active Duty military personnel, Federal Employees, embedded reporters, and other personnel as directed by the State Department. 
16. Contract field technicians or other contract employees working in support of the Armed Forces of the United States or other U.S. Government agencies in a deployed contingency operation. 

For a concise and complete list of those personnel categories requiring a casualty report, refer to the aforementioned regulation and instructions.

**NOTES:** 
Inflicting force applies only to Hostile casualties. 
Remarks are required, as appropriate, for each casualty report that is created. Remarks will create a Bound Journal entry for a case. 
Training Type, Training Start Date and Training End Date apply only to Reserve and National Guard casualties. 
Multiple Casualty Codes should be used for any single casualty incident involving more than one person. 
SUPP data elements are as required to provide additional or corrected information, other than medical, pertaining to a previously submitted report. PROG is use to update medical status.
Types of Casualty Reports

The casualty report is the source of information provided to the NOK concerning a casualty incident. The 4 types of casualty reports are---

**Initial (INIT)** – the first report submitted for each person involved in a casualty incident, whether hostile or non-hostile. This report will include personal data on the casualty being reported, as well as information about the circumstances surrounding the incident. The INIT should answer WHO is the casualty, WHAT the casualty was doing when the incident occurred, and what protective gear was the casualty wearing (if applicable), WHEN did it happen, WHY did it happen – what caused the casualty, and WHERE did it happen. The INIT will also include cause of death (if known) for deceased; and a preliminary diagnosis for injured or ill casualties, as well as information on where the casualty is hospitalized.

**Supplemental Reports (SUPP)** - used to report any change to, or additional non-medical information for any previously submitted report. The SUPP reports should be submitted as soon as the change or additional information is known.

**Progress Reports (PROG)** - provide amended or additional diagnosis, prognosis and medical progress for hospitalized casualties in an NSI, SI, or VSI status in order to keep NOK not at the bedside informed of the medical condition of a casualty.

**Status Change Reports (STACH)** - required for any of the major status changes listed below; should be submitted as soon as the change in status occurs:

- Any status to deceased
- DUSTWUN or EAWUN to any other status
- Missing to Returned to Military Control (RMC)
Casualty Report Flow

Reporting Channels

Casualty reports flow through email or web based via channels in accordance with Casualty Headquarter designation. Combat Theater channels can be a combination of both Casualty HQs and Theater Command designation. Sending reports outside the designated flow could compromise the sensitive FOUO data being transmitted.

The most secure methods currently available is the web-based casualty system, however, access may not always be available. Use of the DCIPS-Forward (DCIPS-CF) is to be used in these cases.

Reporting Flow Diagram

Figure 6 below depicts the three basic ways a casualty report may be submitted to your Service headquarters casualty office and DCIPS-CM.
DCIPS-Forward (DCIPS-CF)
This stand alone access database is available for anyone to use and provides an effective and efficient training method for theater-type reporting. DCIPS-CF reports may be imported into the web-based systems for submission in the DCIPS-Case Management system.

DCIPS-Casualty Reporting (DCIPS-CR)
The web-based version of DCIPS-Forward is NIPRNET application with designated reporting channels. Submission of casualty reports is faster and more secure with a viewable transaction option for the reporting units. This function eliminates the need for email reporting but does require access to the Internet. Access is based on CAC and approved user report to the DCIPS Portal.
Initial Reports

Required Data Elements

Initial Casualty Report is the beginning of the casualty notification and assistance process. It is the most important report as it sets the foundation for the casualty case management and carries the first official news to specific NOK. Accuracy and completeness are essential as Casualty is a no-fail mission. DCIPS functions are the tools to assist with this mission.

An Initial Casualty Report must have at a minimum 14 data elements (15 for Hostile) in order to submit a casualty report. For hostile events, the 15th element is ‘Inflicting Force’. DCIPS-CF has a ‘Hasty Report’ for the quick entry of the essential data. DCIPS-CR has the same elements on the first screen, ‘Casualty’ of a new report. These limited data quick reports are very helpful for multiple casualty events where individual specific data may be supplemented later.

Data Field Definitions

The following data field definitions are for all Users with differences for Services where needed, as with rank.

The following is the list and description of the 15 required data fields:

1. **Report Type**: INIT is displayed automatically for an Initial report. Other report types are a drop-down option. This field is pre-selected for an Initial report.
   - INIT initial report
   - SUPP supplemental report
   - STACH status change report
   - PROG progress report

2. **Report Number**: This field is for basic record keeping of the casualty reports created by the reporting element. Numbers may be based on the fiscal year with reporting element alpha characters and supplemental type reports should include the report type abbreviation and the number (SUPP01). The Initial report number will display on each supplemental report for the casualty to ensure the chain of reports for a specific casualty is in tact.

3. **Casualty Type**: Casualty Type characterizes the casualty incident. Select from the drop-down menu one of the following Casualty Type options. Casualty Type is crucial connecting to the next two data elements.
   - **HOSTILE**: Circumstances of terrorism or combat or relating thereto, characterized as “in action” as a combat mission or friendly fire. See Hostile definition in the glossary.
   - **NON–HOSTILE**: Circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self–inflicted injuries, and combat fatigue are non–hostile casualties.
   - **PENDING**: Circumstances are insufficient to make a selection between “hostile” and “non–hostile.” This type must be updated to “hostile” or “non–hostile” upon receiving sufficient information.
4. **Casualty Status**: Select status from dropdown as reported.  
   - **DECEASED**: Individual casualty is dead; either Hostile or Non-Hostile.  
   - **DUSTWUN**: Duty Status Whereabouts Unknown; either Hostile or Non-Hostile.  
   - **NSI**: Not Seriously Wounded/Injured/Ill; either Hostile or Non-Hostile.  
   - **SI**: Seriously Wounded/Injured/Ill; either Hostile or Non-Hostile.  
   - **VSI**: Very seriously injured, wounded, or ill. either Hostile or Non-Hostile  
   - **MISSING**: This category is not usually used on an Initial report. Missing status is a board determination after weighing information available. Initial report is usually DUSTWUN; either Hostile or Non-Hostile.  
   - **RMC**: Returned to Military Control is used often to denote apprehension of AWOL/Escaped personnel, this status may be used for any unknown whereabouts now returned to military control; either Hostile or Non-Hostile.

5. **Casualty Category**: Select from the dropdown the closest category for the cause of the casualty. Category options are keyed to Casualty Type and Status. See the combinations below:  
   - **Non-hostile any status (except Missing and RMC)**  
     - Accident  
     - Homicide  
     - Illness  
     - Self-inflicted  
     - Undetermined  
     - Pending  
   - **Non-Hostile Missing or RMC**  
     - Missing  
     - Detained  
   - **Hostile Missing or RMC**  
     - BESIEGED- Besieged by a hostile force. The type casualty code must be Hostile.  
     - BELEAGURED- Beleaguered by a hostile force. The type casualty code must be Hostile.  
     - CAPTURED- Captured by a hostile force. The type casualty code must be Hostile.  
     - INTERNED- Individual is interned in a foreign country.  
     - MIA- Individual whose whereabouts and status are unknown but are attributable to hostile activity. The type casualty code must be Hostile.  
     - Pending- Undetermined status  
   - **Hostile any other status**  
     - KIA–Killed in action.  
     - DWRIA–Died of wounds received in action.  
     - WIA–Wounded in action.  
     - Terrorist–Hostile circumstances other than combat related.
6. **Personnel Type/Component:** Select from drop down menu.
   - Civilian
   - Regular
   - Reserve
   - Guard

7. **Personnel Affiliation:** Select from drop down menu. The options are triggered by the choice from **Personnel Type** (#6).
   
   **Civilian**                       **Regular/Reserve/Guard**
   DOD                                Active Duty
   Federal                            Not-Active Duty
   Non-Federal                        Retired/Separated
   Dependent

8. **Personnel Category:** Select from drop-down menu. Selections are triggered by previous selection of **Personnel Affiliation** (#7).

   Obligated/Voluntary             Reserve Commission/Designation     Employee
   Selected Service                Drill/Training/Special Work          Contractor
   Recalled/Mobilized              Foreign national employee
   Full Time Support AGR           
       Of active duty member
       Of DOD Employee
       Of retired military member
       Of Reserve/Guard Member

9. **SSN:** Enter the 9 digit social security number of the casualty. Enter into pre-formatted data field. Ensure the SSN belongs to the correct casualty being reported.
   
   9a. **EDIPI** Defense Enrollment Eligibility Reporting System (DEERS) 10 character field.

**Name:** two data elements

10. **Minimum Last and First**
    Only the Last and First name are required for an Initial report.
    Middle name may be an initial if provided. Suffix is an addition to Last names such as Jr., Sr., III. This is a critical field to ensure the correct person is reported and the correct family members are notified.

11. **Service:** Select from the dropdown menu the Service of the Casualty.

12. **Military Unit of Assignment:** Enter the casualties unit of assignment at the time of incident. Be as specific as possible including the MACOM if known. This data field may have to be supplemented.

   12a. **UIC:** Used only in the *Full Report* and in DCIPS-CR. Enter the UIC for the military unit of assignment. *Not required on the Initial report and is not on the HASTY.*
Critical Data Fields

Beside the name and SSN, the next few fields about the incident are critical for the case and the notification process. Circumstances must match the selection for casualty status, type and category. For example, describing an accident does not fit with a casualty type of ‘Hostile’. This should not be a lengthy narrative but a factual statement of the event as witnessed and reported. The date and time should be as exact as possible using the local time where the incident occurred. Zulu time can be confusing from the historical viewpoint and consistency of reporting.

13. **Date/Time of Incident:** Enter the date and local time of the incident in the following format: yyyy/mm/dd hh:mm. This field is preformatted.

14. **Inflicting Force:** Select from the dropdown menu. This is ONLY for Hostile incidents. The field is only available in ‘blue’ when Hostile casualty type is selected.
   - **AMIGO** - Allied Forces, 15–6 investigation required.
   - **BUDDY** - U.S. Forces, 15–6 investigation required.
   - **ENEMY** - Enemy Force.
   - **UNK** - Unknown, 15–6 investigation required.

15. **Circumstances:**
This is a free-text field. Report all known facts. If circumstantial evidence exists that can’t be confirmed, include it, but clearly show where fact ends and supposition begins.
Provide as much information as possible addressing the 5 Ws (who, what, when, where, and why).
Don’t delay initial reports to gather more details. Submit SUPP reports as circumstances become clear and complete.
During hostilities, include as much unclassified information about the mission and purpose as possible.
During hostilities, use of the “Hasty Report” may be more beneficial. Type of protective gear (IBA) worn and details regarding protective armor level on any vehicle involved may be entered in this field. (The Full report has a separate Tab for PPE)
Only edit for spelling/grammar errors. DO NOT change content provided by the originator/witness record or other approved incident statement.
Include names of persons who pronounced and identified the deceased and provide the name of field grade officer who authenticated the information if required by command.

**Format Example:**

_Soldier was the TC for a Stryker, level 1 armor, (M1126) on a convoy en route north to FOB Warrior. After passing the Iraqi National Guard checkpoint, an IED was set off. The lead vehicle proceeded through the blast area, after which the element encountered small arms fire. The vehicle was split from the rest of the convoy with COMMS knocked out by the blast. They proceeded to the forward rally point, where the Soldier was picked up by a member of his unit and take to the battalion aid station, where he died of his wounds. A piece of shrapnel had entered through the right shoulder and punctured his lung. Soldier was officially pronounced deceased by MAJ Dubose (of the 120TH BN Aid Station, FOB Warrior, Kirkuk) on 8 OCT 06 at 1515 local hrs. Soldier was positively identified by COL Will Haven, Support Team Commander by visual mean Incident occurred IVO GRID: MD 4929 8753. TAWUQ, Iraq._
17. **Remarks:** Item that may be included in the remarks are detailed below. This is not an exhaustive list and Casualty Service HQs may have a standard text to enter. Normally this field records data or additional information not captured elsewhere in the report but important to pass on.

All remarks should remain in the report through all levels of review. Additional remarks may be added at each level, but NO remarks should be deleted or changed.

- Name of person preparing report and person(s) authenticating the casualty report as correct
- Names of other persons involved in the same incident, e.g. Multiple casualty
- Notification preference
- Invitational Travel order requests
- Specific Remains ID pending or status
- Describe any and all investigations initiated into the circumstances of death and indicate name and contact information of the initiating officer.
- General Officer or Senior NCO of Service Death interment preference or expression of sympathy for the NOK
- Release of information to the Media or other persons.

**Casualty Report Data Tabs**

**Casualty Tab**

This is basically a Hasty report. Completion of this form and the remarks on the Secondary Tab may be submitted as a simple fast casualty report. This form is the required and critical information for a casualty report.

**Incident**

The Incident Tab provides data fields to further detail the event as well as the death information. Data elements, such as, War Conflict and Operation names, Vehicle involvement, Diagnosis for wounded/Injured/Ill and cause and date of death are on this tab.

**Personnel Information**

Significant personnel record data including dates for DD93, SGLI, birth, citizenship, military job skill and reportable civilian casualty data.

**Secondary**

The main requirement for this tab is the ‘Remarks’ field that should include who prepared the report and any significant information about the case as explained in the ‘Critical Data’ section. Also included are fields for reportable Guard/Reserve training periods, temporary disability, posthumous promotion and death gratuity remarks (i.e. DFAS determination).

**Next of Kin**

Enter the NOK for each casualty requiring notification, or assistance or as required in accordance to the needs of the case.
Casualty Assistance Officers
Enter the name and contact information for the Assistance Officer appointed for each NOK. Address for Assistance Officers entered in DCIPS-CR will automatically be a business address once loaded into DCIPS-CM. If a home address is desired for the Assistance Officer, add the address in DCIPS-CM.

Awards
Awards may be entered with an initial or supplemental report. All Service awards are available in the drop downs in relation to the DoD or for specific Service. State awards must be entered manually.

Progress Report
Enter data concerning the initial prognosis for wounded/Injured /Ill personnel and periodic updates of condition or Progress reports.

Body Armor
Body armor may be required by your Service Casualty program and the ‘Full’ casualty report provides a tab for the purpose.
1. Select the Body Armor Tab.
2. VEST: Select the Characteristic from the drop-down then the attachments worn with that vest type. More than one attachment may be selected simply by clicking the choice. Attachment list is contingent on the type of vest selected.
3. HELMET: Select the Characteristic from the drop-down then the attachment as with the vest. More than one selection may be made in attachments.
4. If items appear in the Attachment list box, select the applicable item.
   You may only select one item in the Attachment list box for helmets.
5. EYE PROTECTION: Select the Characteristic only. There are no attachments for the Eye Protection.
6. Other and None are options for all pieces of the Body Armor (PPE).
7. Select ‘Save’/‘Update’ when entries are complete. This screen may be edited simply by re-selection the characteristics and attachments.
**Multiple Casualty Incident**

Multiple casualties are incidents involving two or more persons. Creating a multiple casualty template will make the repetitive information of the incident consistent for each casualty and reduce the time to create each report. The first step to this type of report is to create the ‘template’. The template will contain data that is the same for all personnel involved. For example, the circumstances will basically be the same as will the time and type of incident; data elements different for one should not be included in the template. For assistance to create a Multiple Casualty Template, see the DCIPS-CR/DCIPS-CF User Guide or the Online HELP in the application.

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**Create a Multiple Casualty Template**

**DCIPS-CF Template**

Select Multiple Casualty Incident from the Main Menu screen; then select New at the upper right. Mult Cas Id will be added by the database numbering each template as entered. Enter a Muti Casualty Code and Desc. The code may be up to 8 characters and is usually similar to the Report numbers for the reports, locally unique and numbered (i.e. AF120823) and the description should also be short concise and unique. The other fields should be entered as they apply commonly to the incident not the personnel involved, that comes later. Continue to Incident (cont) to complete circumstances, remarks, inflicting force if applicable and cause of death if common to all. Next add the personnel involved from the Individual Listing tab. Notice, a Hasty or Full report may be completed for each casualty. If there are several personnel involved, it is recommended that a Hasty be used to more quickly push the initial report forward and follow-up with more later in a SUPP.

Casualties may be added to a Multiple Casualty Template later within their report. The Multi Casualty Code drop-down is available in the Casualty screen and will update the record with the template data.

Reports created in DCIPS-CF will import into DCIPS-CR but the multiple casualty template DOES NOT import as a template. Each report is a separate report. To join these casualties together the DCIPS-CR user must create a new template for this multiple casualty.

**DCIPS-CR Template**

Create a template in DCIPS-CR by selecting Multi Casualty Template from the top of home page. A list of current templates will display. Select New Incident Template at the bottom of the screen. Fill in the data fields as required remembering not all fields apply to all personnel involved.

Multi Casualty Cd: This code will be entered by the system.
Multi Casualty Desc: Prepare a short concise description unique to the incident.
Once all common data has been entered, select ‘Add’. The template list will display with the new template now part of the list. Each column title may be clicked to change the order of the array. Click the ‘Incident Date’ to bring the template most recently created to the top, click ‘Select’ at the far right on the Action column. Review the template for accuracy, the select ‘Add New Casualty’. This will bring the user to the normal new casualty screens beginning with the personnel data search then the casualty screen. The difference will be that the casualty data from the Multiple Casualty Template will already be populated in the record. This process may be repeated to add other casualties or user may use the New Casualty process and once on the Casualty Screen, select the Multiple casualty from the dropdown to add the template data.
Supplemental Reports

Supplemental Reports in DCIPS (SUPP/PROG/STACH) are used to provide additional, non-medical, medical condition updates, and data not available or reported when the INIT report was prepared. Supplemental (SUPP) reports are prepared to change or correct information previously submitted.

*During contingency operations, a SUPP should be submitted by the reporting command, through channels, with any changes or corrections to incident/circumstances information.

Any type of supplemental reports is created one of two ways in DCIPS-CR:

- Use Replicate method (only method for DCIPS-CF)
- Use New Casualty method

The ‘Replication’ method creates a duplicate of the initial report without the report number and report type. This method in the stand alone DCIPS-CF creates a duplicate of the initial report as it was submitted not reflecting any DCIPS-CM updates to the casualty record.

The DCIPS-CR replication pulls data directly from the DCIPS-CM casualty record with the most up to date casualty data. This method using DCIPS-CR ensures that old casualty data is not overwriting the more current data in DCIPS-CM.

This replication method in DCIPS-CR is easy if the casualty record is in the current queue date span. If the casualty record is not in the current queue or the reporting element never had an information copy, use the ‘New Casualty’ method.

The “new Casualty” method for creating any supplemental report is just like creating a new report. Select New Casualty from the Main Home screen or the Queue screen action button set; enter the SSN, Last name, First name and select a personnel database from the drop-down, then ‘search’. The search will return not only the personnel database information but also a row displaying that an initial report exists, with the option to ‘create a supplement’. Of course, if the deceased transaction has been completed, no personnel data will be returned, however, the option to create a supplement will still display.

Users may find this method to be the easiest and quickest as there is no need to find the initial report or an information copy.

NOTE:

Higher level reporting elements (KUW CAC) or Service Casualty HQs may receive supplemental reports created using DCIPS-CF. These reports may not have the most up to date DCIPS-CM data. DCIPS Support Team suggests that the DCIPS-CR user create a supplemental report using one of the above methods. Enter the updated/corrected or new information from the received supplemental report directly into the DCIPS-CR created supplement. Do not import the DCIPS-CF supplemental report.
Replicate method

The replication method creates a duplicate of the DCIPS-CM casualty data. The User need only to change, update or add the data to the supplemental reports, and then submit the report forward. To create a supplement using the replicate method, follow the visual process below.

1. From the DCIPS-DR reporting element Home Page, select submitted reports. Make note of the queue date range to ensure the report to replicate is within that range.

2. Select the report to replicate from the queue.

If there are several cases in the queue, select ‘Show Filter’ to search for a specific casualty. On the filter search screen, enter date queue date range, the casualty name, and then press ‘Filter’. If the casualty report is within the current queue dates, the specific casualty will display in the queue. Queue dates may be adjusted for each search.

NOTE: Remember, this search is based on the queue date, NOT the incident or death date. See next figure.
3. Select ‘Replicate’ from the set of action buttons at the bottom of the queue screen. When replication is complete, the message will display in red that a casualty report has been replicated and the queue/case number. Completed replication will always display the replicated queue with the new report radio button pre-selected. See figure.

**NOTE:** These are DCIPS-CR case numbers not the same as DCIPS-CM.

4. Select ‘Edit’ to review and update the report. All replicated reports require a new Report Number and Report Type.

**NOTE:** Selecting ‘Edit’ maybe display the screen asking the user to select a case in DCIPS-CM and associate the replicated record. This will happen is there is not a case in DCIPS-CM from which to replicate or there are more than one case with the same SSN or internal keys. If non of the records shown from DCIPS-CM are connected to the replicated case, go back to the queue screen and select ‘View Related’. View related will display the case submission history to help determine why there is not an Initial report in DCIPS-CM.
Replicated Report with no related case in DCIPS-CM.

View Related Display

As shown here, the casualty report was rejected at the HQ level. Handling rejected cases will be covered later.
Normal replicated case, ready to edit:

NOK Screen displays the NOK entered in DCIPS-DM. To update NOK information, select the NOK to update by pressing ‘Replicate’.

The NOK will then display in the top row ready to edit.

**NOTE:** NOK Address cannot be edited or updated using a supplement report. This action must be completed in DCIPS-CM due to the technical nature of the House Hold address function.
CAO Update or addition:

Progress PROG Screen:

Other Screens may be updated:

- Awards from DCIPS-CM will not replicate due to the nature of the awards display in the system. Awards may be added or adjusted in a SUPP; user should ensure this is detailed in the ‘Remarks’ on the secondary screen.

- Personal Protective Equipment is replicated and may be edited and re-submitted to populate DCIPS-CM.
New Casualty Method

New Casualty Method for creating supplemental reports begins on the Home Page of DCIPS-CR.

1. Select ‘New Casualty’ at the top left of the screen.

2. Enter the SSN, Last name or initial, and first name or initial of the casualty. Be sure to select a personnel database from the drop-down.

3. Select Search
4. Personnel data for Wounded/Injured/Ill will display but not for deceased if the death transaction has been complete. This does not matter as the objective is to create a supplemental report using current DCIPS-CM data. The search will return results with a row displaying the casualty case or cases that exist in DCIPS-CM. Each row will offer the option the ‘Create a Supplemental Report’.

5. The case is now ready to edit as needed, mark as ready and submit.
**Rejected Reports**

Casualty HQ or other reporting elements designated as a recipient and approver of casualty reports may reject any casualty report that does not meet required standards or contain requested information.

The approval level selects the record in the Auto Load queue, selects edit, reviews the prepared casualty record. If found deficient, the Approver will select ‘Reject’ instead of ‘Mark as Ready’, then update and exit.

The ‘Rejected’ report will appear in the subordinate reporting units rejected report queue. The Reporting element home page will see on the right of the page the ‘Rejected’ list similar to the Summary and Processed list. To handle a rejected report, follow these steps:

1. Click the report in the Rejected list. The queue will display with the radio button by the selected record already highlighted.

2. Click the ‘Resubmit’ button at the bottom of the queue. Resubmit is one of the 12 action buttons. This action will recreate a casualty report with the same report number and report type placing it in the ‘New’ status. The user will be automatically taken to the ‘New’ queue with the new report radio button pre-selected.

3. Select ‘Edit’ and correct the deficient report, mark as ready and ‘Submit’ as normal.
APPENDICES

Appendix A - Frequently Used Terms

- **Casualty**: defined as any person lost to an organization by reason of being declared deceased, DUSTWUN, EAWUN, injured or ill, or any other category as directed by CMAOC.

- **Casualty Assistance Center (CAC)**: the organization assigned geographic responsibility for the locale in which a casualty event occurs, where the receiving funeral home is located, or where the interment or Military Funeral Honors will take place. Casualty Area Command (CAC) is a designation used for contingency operations. This term is used in DCIPS to refer to all reporting elements regardless of specific Service.

- **Casualty Assistance Officer (CAO)**: a uniformed service representative that is assigned to assist the Family of a deceased, DUSTWUN, EAWUN, injured or ill, or any other category as directed by CMAOC, Soldier with funeral arrangements, benefits, and other needs.

- **CACO**: Casualty Assistance Calls Officer for Navy and Marine Corps Service

- **CAR**: Casualty Assistance Representative for the Air Force

- **FLO**: Family Liaison Officer for the Air Force

- **Casualty Notification Officer (CNO)**: a uniformed service representative that is assigned to make an in-person notification to the Family members and beneficiaries of a deceased, captured, or DUSTWUN casualty.

- **Current Death**: Death occurring CONUS/OCONUS outside of the contingency area of operation.

- **Con-Current Death**: Deaths occurring within a contingency area of operation.

- **Defense Casualty Information Processing System (DCIPS)**: The Department of Defense functional information system for the Department’s casualty and mortuary affairs business information process. Except as noted, all DCIPS components are web-based):
  - DCIPS-CF (DCIPS-Casualty Forward) stand alone application (Not web-based)
  - DCIPS-CR (DCIPS-Casualty Reporting)
  - DCIPS-AL (DCIPS-Auto Load)
  - DCIPS-CM (DCIPS-Case Management)

- **DUSTWUN**: Duty Status Whereabouts Unknown; A transitory/temporary casualty status, used when the reason for a member’s absence is uncertain and it is possible that the member may be a casualty whose absence is involuntary, but there is not sufficient evidence to make a determination that the member’s actual status is missing or deceased.

- **EAWUN**: Excused Absence Whereabouts Unknown; a transitory casualty status, applicable only to civilian personnel, that is used when the responsible commander suspects the individual may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased.
- **Dignified Transfer of Remains (DTR):** The transfer of remains from one mode of transportation (usually aircraft) to another (usually hearse) conducted at the Port Mortuary, Dover Air Force Base, Dover, DE, upon the return of fallen service members. This transfer may be attended by Family members.

- **Home Station CAC (HSCAC):** The CAC with geographic responsibility for the Soldier’s assigned unit. The HSCAC is the place where the Soldier’s personnel records are most likely to be located. This might also be the Mobilization Station where the Soldier last processed prior to deployment.

- **NSI:** Not seriously injured or ill; the casualty status of a person whose injury or illness may or may not require hospitalization, medical authority does not classify as VSI, SI or III, and the person can communicate with the NOK.

- **PADD:** The person authorized to direct the disposition of the deceased’s remains.

- **PCR:** Personnel Casualty Report for the Navy and the Marine Corps

- **PERE:** The person eligible to receive the personal effects of a deceased, DUSTWUN, or hospitalized casualty.

- **PNOK:** The Primary, legal next of kin (NOK). That person of any age most closely related to the individual according to the line of succession. Seniority, as determined by age, will control when the persons are of equal relationship. There can be only one primary.

- **Responsible CAC:** DCIPS-CM uses the term label ‘Responsible CAC’ to indicate the casualty office responsible for the data sent or data required. For example on the Progress Screen Responsible CAC is the casualty office in the area where the injured party is located.

- **SNOK:** Any NOK other than the primary NOK.

- **SI:** Seriously injured or ill; the casualty status of a person whose illness or injury is cause for immediate concern, but there is no imminent danger to life.

- **VSI:** Very seriously injured or ill; the casualty status of a person whose illness or injury is classified by medical authority to be of such severity that life is imminently endangered.

For additional terms, see the DCIPS Appendix, located on the DCIPS Portal, Downloads section.
**Appendix B – Service Casualty and Mortuary Contacts**

**Air Force Casualty:** Casualty Services Branch, 550 C Street West, Randolph Air Force Base, San Antonio, TX

**Army:** Casualty and Mortuary Affairs Operation Center, 1600 Spearhead Division Dr. Ft Knox, KY 40122

**Marine Corps:** HQ Marine Corps Casualty Section, Marsh Building, Quantico, VA

**Navy:** Navy Casualty Assistance Division, 5720 Integrity Drive, Millington, TN

**Appendix C – References**

**Federal Law**

**Department of Defense**
Department of Defense Instruction 1300.18 (DoDI), Personnel Casualty Matters, Policies, and Procedures, dtd: 14 August 2009

**Department of the Air Force**
Air Force Policy Directive (AFPD) 36-30
Air Force Instruction 36-3002, Casualty Services dtd: 22 February 2010

**Department of the Army**
Army Regulation, Army Casualty Program AR 600-8-1 dtd: 30 April 2007

**Department of the Navy**
NAVPERS 15607C, Casualty Assistance Calls Officer Handbook

**US Marine Corps**
Marine Corps Order 3040.4, Marine Corps Casualty Assistance Program, dtd: 01 March 2011

**DCIPS HELP**
DCIPS Portal Access Policy
DCIPS HELP and User Guides available for download from the DCIPS Portal