

# Training and Evaluation Outline Report

Status: Approved

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Task Number: 12-CTR-1235

Task Title: Maintain the Theater Casualty Assistance Center (HRSC)

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

## Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	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	
	ATP 4-93	Sustainment Brigade	Yes	No	
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No	
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	No	

**Conditions:** The Human Resources Sustainment Center (HRSC) is operating in an active theater in support of Unified Land Operations. The supported command's Operations Order (OPORD) is available. The Director, HRSC issues his/her assessment and planning guidance for casualty reporting operations within the theater area of responsibility (AO). The Casualty Operations Division (COD) has staff responsibilities for maintaining operations of the Theater Casualty Assistance Center (CAC). Casualty reports are being received from Casualty Liaison Teams (CLTs) and units within the theater. Unit Standing Operating Procedures (SOP) as well as FM 1-0, ATP 4-94 and AR 600-8-1 are available. The division has appropriate connectivity to both Nonsecure Internet Protocol Router (NIPR) and Secret Internet Protocol Router (SIPR) Networks and access to all necessary automated personnel systems. Technical guidance is received from the Human Resources Command (HRC) and Casualty and Mortuary Affairs Operations Center (CMAOC). Army Service Component Command (ASCC) G1 provides current theater guidance for casualty reporting and assistance. Communications are established with ASCC G1, Support Operations Branch (SPO), Theater Sustainment Command (TSC), Expeditionary Sustainment Command (ESC), as appropriate, and G1/S1s of all reporting units. Command and Control Information Systems (CCIS) are operational and passing information in accordance with Tactical Standing Operating Procedures (TSOP) and regulatory guidance. The center is conducting operations in a dynamic and complex operational environment (OE) against a hybrid threat. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standards:** Establish and maintain communication links to HRC, CMAOC, ASCC G1, SPO, TSC/ESC, CLTs, and supported G1/S1s. Submit initial and supplemental casualty reports to CMAOC within prescribed time lines. Verify and maintain all casualty data as specified in AR 600-8-1 and theater policies. Review and forward line of duty (LOD) and associated reports to CMAOC and other specified activities, as required, within the prescribed time line. Based on the centers authorized strength, 85% of the centers leaders and 80% of Soldiers are present at the training. The center attains 90% on performance measures, 100% on critical performance measures, and 90% on leader performance measures achieving a "T", fully trained.

**NOTE:** Leaders are defined as Director, Deputy Director, Division Chief, Personnel Officer, Senior HR Sergeant, and HR Technician.

Live Fire: No

**Objective Task Evaluation Criteria Matrix:**

Plan and Prepare		Execute					Assess		
Operational Environment	Training Environment (L/V/C)	Leaders Present at Training/Required	Present at Training/Required	External Eval	Performance Measures	Critical Performance Measures	Leader Performance Measures	Evaluator's Observed Task Proficiency Rating	Commander's Assessment
BDE & Above									
Dynamic and Complex (All OE Variables and Hybrid Threat)	IAW unit CATS statement.	>=85%	>=80%	Yes	>=90%	All	>=90%	<b>T</b>	<b>T</b>
		75-84%						80-89%	<b>T-</b>
Dynamic and Complex (All OE Variables and Single Threat)		65-74%	75-79%	No	65-79%	<All	80-89%	<b>P</b>	<b>P</b>
		60-64%	60-74%		51-64%		<b>P-</b>	<b>P-</b>	
Dynamic and Complex (<All OE Variables and Single Threat)		<=59%	<=59%	<=50%	<=79%	<b>U</b>	<b>U</b>		

**Remarks:** None

**Notes:** Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified, potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

**Safety Risk:** Low

**Task Statements**

**Cue:** None

## **DANGER**

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

## **WARNING**

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

## **CAUTION**

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.



- a. Maintain accurate records of all casualty reports.
  - b. Analyze records to identify possible trends or discrepancies.
  - c. Brief Director, HRSC and others, as specified on actions required.
- Note: This step will only apply if the Theater Army Casualty Records Center is established.



- + 8. COD personnel operate the Theater Army Casualty Records Center.
  - a. Coordinate with CMAOC, ASCC G1, and TSC, as appropriate, for policies and specific requirements.
  - b. Monitor open cases to ensure all required actions are completed.
  - c. Maintain audit trails and files on all required and associated cases.

Task Performance Summary Block										
Training Unit			ITERATION							
_____			1		2		3		4	
Date of Training per Iteration:										
Day or Night Training:			Day / Night		Day / Night		Day / Night		Day / Night	
			#	%	#	%	#	%	#	%
Total Leaders Authorized		% Leaders Present								
Total Soldiers Authorized		% Soldiers Present								
Total Number of Performance Measures		% Performance Measures 'GO'								
Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Live Fire, Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Total Number of Leader Performance Measures		% Leader Performance Measures 'GO'								
MOPP LEVEL										
Evaluated Rating per Iteration T, T-, P, P-, U										

**Missions(s) supported:**

Mission ID	Mission Title	Frequency	Recommended Interval
12-TS-9001	Conduct Human Resources Sustainment Center (HRSC) Operations	1	Annually
12-TS-9005	Conduct HR Sustainment Center Casualty Operations	2	Semi-annually

**MOPP 4:** Sometimes

**MOPP 4 Statement:** See Safety Statement below.

**NVG:** Never

**NVG Statement:** None

**Prerequisite Collective Task(s):** None

**Supporting Collective Task(s):** None

**OPFOR Task(s):** None

**Supporting Individual Task(s):**

Step Number	Task Number	Title	Proponent	Status
	805C-420-7004	Administer Casualty Operations in Theater	805C - Adjutant General (Individual)	Approved
	805C-420-7006	Manage Evaluations Process	805C - Adjutant General (Individual)	Approved

**Supporting Drill(s):** None

**Supported AUTL/UJTL Task(s):**

Task ID	Title
ART 4.2.1.2.1	Conduct Casualty Operations

**TADSS**

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

**Equipment (LIN)**

LIN	Nomenclature	Qty
70209N	Computer, Personal Workstation	1

**Materiel Items (NSN)**

NSN	LIN	Title	Qty
No materiel items specified			

**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. None

**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. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).