Defense Casualty Information Processing System (DCIPS)

Personnel Casualty Reporting (PCR)

DCIPS-PCR

User Guide

Hasty Report

Version 2, 15 May 2018

As the DoD Lead Component for DCIPS:

Casualty and Mortuary Affairs Operations Division
The Adjutant General Directorate
U. S. Army Human Resources Command
Fort Knox, Kentucky  40122

Email:  usarmy.knox.hrc.mbx.taqd-dcips@mail.mil
Commercial Phone:  502-613-7009
DSN Phone: 312-983-7009

DISCLAIMER: This User Guide was edited for students attending courses at the Adjutant General School, Fort Jackson, SC 29207.
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Change Log

This section lists changes to this User Guide.

Table 1: Change Log

<table>
<thead>
<tr>
<th>Revision</th>
<th>Change Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30 August 2017</td>
<td>Initial version.</td>
</tr>
<tr>
<td>2</td>
<td>24 April 2018</td>
<td>Revised to make DoD user guide and added functionality for creating and importing casualty reports using an Excel spreadsheet.</td>
</tr>
</tbody>
</table>
Overview

The Defense Casualty Information Processing System (DCIPS) is the single authorized system for casualty reporting in the Department of Defense.

The focus of this user guide is on the use of DCIPS-PCR by unit personnel to create and submit casualty reports. Other components of DCIPS are used at higher levels of casualty reporting. Check with your chain of command and higher casualty reporting organizations before using DCIPS-PCR.

DCIPS-PCR introduces the Hasty Personnel Casualty Report. This is an abbreviated casualty report with the minimum essential elements of information to report a casualty.

DCIPS-PCR is web-enabled and is used primarily by unit personnel responsible for casualty reporting unless otherwise authorized higher level permissions within DCIPS.

DCIPS-PCR restricts a user’s ability to enter or retrieve information to only the information they know. Casualty reports submitted using DCIPS-PCR cannot be shared with another DCIPS-PCR user. Only the user that enters the casualty report can see the report. Units requiring multiple users to see casualty reports must coordinate with their higher headquarters casualty reporting element for higher level permissions.

No actual names of casualties are used in this document. Names matching living or deceased personnel are purely coincidental.

References

This user guide does not replace or supplement any casualty policy guidance. The intent of this user guide is to explain how to use DCIPS-PCR to report casualties.

Other References:

DCIPS Personnel Casualty Report (PCR) Spreadsheet Import User Guide

Caution – Unclassified, but Sensitive Information Only

Never enter classified information into DCIPS-PCR. DCIPS is an unclassified system.

Immediately report to your security manager, the DCIPS Program Manager and Service points of contact any classified spillage.
Caution – Privacy Act of 1974

Never discuss casualty reports with anyone except your direct chain of command, your command’s designated casualty personnel, or, the listed points of contact on the DCIPS-PCR site. You are not authorized to release any information entered into DCIPS or any information you may become aware of regarding a casualty. All information you enter, or have knowledge of, is protected by the Privacy Act of 1974. You are not authorized to release any information.

Casualty information is highly sensitive in nature. Unauthorized release or disclosure of casualty information may result in extreme anguish to Family Members, violation of law, and/or bring discredit upon the United States Armed Forces and the Department of Defense.

Immediately report to the DCIPS Program Manager and Service points of contact any intentional or unintentional release of casualty information to unauthorized persons or organizations.

Creating Off-line Casualty Reports

DCIPS is web-enabled. However, units that do not have adequate NIPRNET availability still need a standard way to record and report casualties. Historically, DCIPS-CF was used for off-line casualty reports.

DCIPS-CF has been replaced with a simple spreadsheet that may be used to import casualty reports into DCIPS-PCR.

DCIPS-CF is Obsolete

DCIPS-PCR replaces the DCIPS standalone component known as DCIPS Casualty Forward (DCIPS-CF), also known as DCIPS Forward. DCIPS-CF is obsolete and will not be used. All copies of DCIPS-CF will be deleted. DCIPS-PCR replaced DCIPS-CF effective 1 October 2017.

DCIPS-CF was a legacy component of DCIPS built using a standalone Microsoft Access database application for use on individual personal computers. For various information assurance, technical and compatibility reasons, DCIPS-CF was not maintainable and was declared obsolete. However, wide-spread distribution of DCIPS-CF through various media and websites before the introduction of web-enabled DCIPS perpetuated the use of DCIPS-CF.
Using an Excel Spreadsheet to Create Off-line Casualty Reports

A need still exists for units to record casualty reports for later submission to higher headquarters. The DCIPS Personnel Casualty Report (PCR) Import Spreadsheet was created for this purpose.

Use of the DCIPS Personnel Casualty Report Import Spreadsheet is explained in the *DCIPS Personnel Casualty Report (PCR) Import Spreadsheet User Guide* available on the DCIPS MilSuite website, the DCIPS-PCR registration page, or from the DCIPS Portal (registered users only).

Accessing DCIPS-PCR

DCIPS-PCR requires a Common Access Card (CAC). The DCIPS-PCR sites are CAC enabled, encrypted and approved for Sensitive but Unclassified information including Personally Identifiable Information (PII), information covered by the Privacy Act of 1974 and Protected Health Information (PHI).

**DCIPS-PCR Primary Web Addresses/URLs**

The primary web addresses for DCIPS-PCR are:

- [https://dcsa.hrc.army.mil](https://dcsa.hrc.army.mil)
- [https://dcsb.hrc.army.mil](https://dcsb.hrc.army.mil)
- [https://dcsc.hrc.army.mil](https://dcsc.hrc.army.mil)
- [https://dcsd.hrc.army.mil](https://dcsd.hrc.army.mil)

Any one of the above the web addresses may be used.

**DCIPS-PCR Continuity of Operations (COOP) Web Addresses/URLs**

The following web addresses provide DCIPS with COOP capability in the event the primary web sites are unavailable:

- [https://dcsa.dcips.army.mil](https://dcsa.dcips.army.mil)
- [https://dcsb.dcips.army.mil](https://dcsb.dcips.army.mil)
- [https://dcsc.dcips.army.mil](https://dcsc.dcips.army.mil)

The DCIPS COOP site does not have an equivalent to the dcsd.hrc.army.mil primary site.

DCIPS-PCR Training Web Address/URL

The DCIPS training web address is https://dcse.hrc.army.mil. Under no circumstances will actual names or PII be entered into the training site.

There is no training capability on the COOP site.

Initiating a DCIPS-PCR Casualty Report

Enter one of the primary URLs for DCIPS-PCR. You must have a valid Common Access Card (CAC) to access the system.

DoD Notice and Consent Page

The DoD Notice and Consent Page is the standard notification for all DoD web sites.

![DoD Notice and Consent Page](image)

**Figure 1: DoD Notice and Consent Page**

Press the [I Agree] push button to consent to the terms or [CLOSE BROWSER] to exit the web page.
DCIPS Portal Landing Page

The DCIPS Portal Registration Landing Page (Figure 2) will display the first time you visit the DCIPS site.

Check the message areas to determine if you are on the training site or the production (or “live” site). The landing page indicates “Training” or “Production” at the top of the page and in the message area (Items 1 and 2).

PCR users will select the **PCR** push button (Item 3) as shown in Figure 2. Pressing **PCR** will take you to the DCIPS-PCR Splash Page that provides additional information. After you have created a casualty report for the first time the system will bypass the landing page and take you directly to the PCR Registration page (Figure 3) so you can create new or supplemental casualty reports.
DCIPS-PCR Splash Page

The DCIPS-PCR Registration splash page provides general information and points of contact for each branch of the Armed Services. Press the **NEXT** push button to continue or **EXIT** to quit creating a casualty report.

![DCIPS-PCR Splash Page](image)

*Figure 3: DCIPS-PCR Splash Information Page*
Registering Your Information

The PCR Registration page is the main PCR landing page once you have used DCIPS-PCR at least one time. You are required to register each time you want to report or update a casualty report. The registration process consists of four steps:

- Step 1: Select the Service of the casualty.
- Step 2: Enter your contact information.
- Step 3: Enter your commander’s information.
- Step 4: Confirm the casualty reporting organization.

Figure 4 through Figure 8 are the same page in DCIPS-PCR. The examples of the PCR Registration page that follow are split into multiple figures for ease of reading and explanation. CAC Recording and Steps 1 through Step 4 are actually all on one page.

CAC Capture

The top portion of the PCR Information Page displays your CAC information for record keeping and attribution.

![Figure 4: CAC Information Capture](image-url)
Step 1 – Select Service of Casualty

When reporting a casualty select the Service that the casualty will be reported. For Example, if a Soldier, Department of the Army civilian, or contractor working for the Army, then select “United States Army” from the drop down selection box. Similarly, if reporting a Marine, select “United States Marine Corps” from the drop down. Likewise, for Navy and Air Force casualties.

The Downloads section to the right of the “I am reporting a United States Army Casualty” will display Service specific documents concerning policy issues, user manuals or other general information pertaining to casualty reporting. These documents should be downloaded and reviewed before continuing.

Should an Army element be in charge of reporting a Service Member from a sister Service, then you should select the Service of the casualty, e.g., select “United States Marine Corps” if you are reporting a Marine casualty. Selecting another Service will display documents pertinent to Marine Corps reporting under the Downloads. Familiarize yourself with their policy before proceeding. Remember that the main landing page also has contact information for all the Services. When in doubt, contact the theater casualty organization or one of the contacts provided. Also, note that certain Services’ casualty reporting screens may be different, or contain additional information, than the Hasty report described in this user guide.

Figure 5: Select the Service of the Casualty (Step 1)
Step 2 – Enter Your Contact Information

This step requires you to enter your information (not the casualty's). Note that you must enter your email twice to ensure it is correct. Only .mil email addresses are accepted. You will receive an email notice that you have created a casualty report.

![Step 2: PCR Information (Step 2)](image)

**Figure 6: PCR Information (Step 2)**
Step 3 – Enter Your Commander’s Contact Information

This step requires you to enter your commander’s information. This may be your commander or senior leader (officer or NCO) in your unit depending on the size of your organization. You must enter your commander’s email twice to ensure it is correct. Only .mil email addresses are accepted. Your commander will receive an email indicating you created a casualty report.

![Commander Information (Step 3)](image)

Figure 7: Commander Information (Step 3)
Step 4 – Selecting a Casualty Reporting Unit

This step indicates the casualty organization within a military service where the casualty report you are creating will be submitted. This is preset by the system.

It is possible that there may be more than one organization listed in the drop down box. Confirm with your supervisor, or the theater casualty organization, the correct organization to select.

In the below example, the casualty report will be submitted to a notional theater casualty cell called “Army CENTCOM CAC.”

Figure 8: Selecting a Reporting Unit (Step 4)

Pressing the Next push button will take you to the DCIPS Personnel Casualty Reporting (DCIPS-PCR) Home page.
Understanding the DCIPS-PCR Home Page

The DCIPS-PCR home page (Figure 9) is the starting point for creating a casualty report and providing a summary of the casualty reports you are editing or have submitted.

Only you can see your casualty reports. You cannot see casualty reports that you created past 90 days.

![Figure 9: DCIPS-PCR Home Page](image)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Indicates the casualty reporting unit you are reporting from and the logged on user, e.g., “PCR Army” and “JOHN.J.JONES.” On the training system the text “<em><strong>TRAINING ONLY</strong></em>” will appear at the top of each DCIPS-PCR page.</td>
</tr>
<tr>
<td>2</td>
<td>The “New Casualty” link takes you to the Hasty Report page so that you can create a new initial casualty report.</td>
</tr>
<tr>
<td>3</td>
<td>The “Import” link allows you to import a list of casualties from a spreadsheet.</td>
</tr>
<tr>
<td>4</td>
<td>The “Queue” link takes you to a detailed listing of all your entered casualty reports.</td>
</tr>
<tr>
<td>5</td>
<td>Displays the current casualty reporting unit, e.g., “PCR Army”.</td>
</tr>
<tr>
<td>6</td>
<td>Summary for Reporting Unit.</td>
</tr>
<tr>
<td>7</td>
<td>Lists casualty reports processed by Service Headquarters.</td>
</tr>
<tr>
<td>8</td>
<td>Lists casualty reports Rejected by Service Headquarters.</td>
</tr>
<tr>
<td>9</td>
<td>Date range of reports being displayed.</td>
</tr>
</tbody>
</table>
Creating a New Casualty Report

Create a new casualty report by clicking on the “New Casualty” link on the DCIPS-PCR Home Page (see Item 2 in Figure 9).

![Figure 10: Casualty Report - Hasty Screen](image)

The "Hasty" report is an abbreviated casualty report that collects the minimum data required to make a report to higher headquarters.

Some fields are required. Error messages will be displayed if you do not complete required fields. The fields that are required may vary depending on the type of casualty or type of report you are creating. You will not be able to save the casualty report until you have corrected the errors.

Most casualty reports you create will be *Initial* (INIT) reports in the “Field Report Type” field.
There are four “Field Report Types.” They are listed in Table 3.

<table>
<thead>
<tr>
<th>Field Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial (INIT)</td>
<td>An initial casualty report for an incident involving a Service Member or other reportable casualty.</td>
</tr>
<tr>
<td>Supplemental (SUPP)</td>
<td>A subsequent, or supplemental, casualty report on a casualty that was previously submitted, i.e., an INIT report.</td>
</tr>
<tr>
<td>Progress Report (PROG)</td>
<td>A progress report is a type of supplemental casualty report. A progress report is used to update the medical status of a casualty as he or she receives medical treatment.</td>
</tr>
<tr>
<td>Status Change (STACH)</td>
<td>A status change is a type of supplemental casualty report that is typically used to report a casualty whose status changes from living to deceased, e.g., VSI to Deceased.</td>
</tr>
</tbody>
</table>

The Mark as Ready Check Box indicates that the report is ready to be submitted to the next reporting level. We'll discuss this further later in the user guide.

Press the Add Push Button to save the report you just entered. If you make a data entry error, then error messages will be displayed. You must correct the errors and then press the Add or Update push button to save the report.

The Add and Exit Push Button will perform the same function as the Add push button except it will return you to the DCIPS-PCR home page.

The Next Push Button will save and add a new record and, assuming no data entry errors on the Hasty page, will take you to the File Attachments page.
Adding File Attachments to a Casualty Report

Multiple documents may be attached to the casualty report using the File Attachment feature in DCIPS-PCR.

Clicking on the “File Attachments” link takes you to the File Attachments page as shown in Figure 12.

![Figure 11: File Attachments Page](image1)

Once on the File Attachments Page press the [Add File Attachments] push button to begin entering a file attachment. The fields in Figure 12 display for you to complete and select a file to upload. The Attachment Group and Attachment Type are required selections.

![Figure 12: File Attachments - Add Attachment](image2)
Table 4: File Attachment Data Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment Name</td>
<td>Enter a description of the file you are uploading.</td>
<td>Yes</td>
</tr>
<tr>
<td>Attachment Group</td>
<td>Select a functional grouping from the drop down list box.</td>
<td>Yes</td>
</tr>
<tr>
<td>Attachment Type</td>
<td>Select a specific document type from the drop down list box. The selection you make in the Attachment Group will determine the choices you have in the Attachment Type combo list box.</td>
<td>Yes</td>
</tr>
<tr>
<td>Reference/Incident</td>
<td>Leave blank unless policy indicates otherwise.</td>
<td>No</td>
</tr>
<tr>
<td>Reference/Incident Date</td>
<td>Leave blank unless policy indicates otherwise.</td>
<td>No</td>
</tr>
<tr>
<td>Select File to Upload</td>
<td>Path and file name of the file to uploaded. Use the Browse push button to select a file to upload.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Press the [Submit] push button to upload the file.

Press the [Cancel] push button to cancel uploading a file.

Once you have attached a file the File Attachments page will refresh and list the file.

You may attach additional files by pressing the [Add File Attachments] push button again. Figure 13 shows an attached file listing.

![Figure 13: File Attachment Listing](image)
The **Edit** push button is used to edit the fields listed for that attachment. The **Delete** push button will delete the file attachment. Selecting the File Name link will download the file that is attached.

The Date Entered field indicates the date the file was attached and is expressed in server time - not local time. This field cannot be edited.

Once you have finished adding file attachments you may select the Hasty link to return to the Hasty page or the Home link to return to the DCIPS-PCR home page. You may also click on the Queue link to return to the Queue page that lists the casualty reports you created.
Importing Casualty Reports from an Excel Spreadsheet

Casualty reports may be imported from an Excel Spreadsheet. The format of the spreadsheet is explained in the “DCIPS Personnel Casualty Report (PCR) Spreadsheet Import User Guide.”

A sample casualty report spreadsheet is shown in Figure 14.

![Casualty Report Spreadsheet Example](image)

**Figure 14: Casualty Report Spreadsheet Example**

From DCIPS-PCR select the Import link from the main page (Figure 15).

![Import Link and page](image)

**Figure 15: Import Link and page**

ITEM 1: Choose Operation. Select the operation name from the drop down list.

ITEM 2: Chose Incident Country (optional). Select an incident country to apply to all the casualty reports that you are importing.
ITEM 3: Choose XLS/XLSX File to Import. Press the [Browse] push button to open the file selection dialog and select the Excel spreadsheet containing the casualties you want to import into DCIPS-PCR.

ITEM 4: Upload Casualty Reports. Press the [Upload] push button to retrieve the casualty reports from the spreadsheet. This action only reads the reports into the system but does not save the reports.

ITEM 5: Review Upload Results. This section displays the reports that were imported from the spreadsheet (Figure 16). The number of records uploaded should be the same as the number of casualty rows in the spreadsheet. When the DCIPS-PCR import process detects an error in a report it will display the record as Valid? Equal “No” and describe the error in the Import Status column.

All records must be valid. Otherwise, you will not be able to import any of them. You must go back to the spreadsheet and correct any errors and repeat the import process.

Assuming all records are valid, then you must press the [Save] push button in ITEM 6 (Figure 17) to actually insert the casualty reports into DCIPS-PCR where they will then show on the “New” Queue.
You can now go to the Queue page and select the “New” link and the uploaded reports will display in the Queue (Figure 29). You may now edit these records.

**Figure 17: Uploaded Records Created in DCIPS “New” Queue**
Understanding the Casualty and Personnel Codes

When using the PCR Spreadsheet, or DCIPS-PCR, generic casualty and personnel codes are used to simplify reporting when specific categories of information are not yet known about the casualty. This enables the casualty reporting process to begin without waiting on detailed information that can be developed as the reporting process progresses.

Casualty Code Mappings

The mapping for the casualty codes is listed in Table 5.

Table 5: Casualty Code Mappings

<table>
<thead>
<tr>
<th>Generic Codes From Casualty Import Spreadsheet</th>
<th>Map to these DCIPS-PCR Casualty Type, Status and Category fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUSTWUN (Hostile vs. Non-Hostile is determined by Inflicting Force)</td>
<td>Casualty Type</td>
</tr>
<tr>
<td>Hostile</td>
<td>DUSTWUN</td>
</tr>
<tr>
<td>Non-Hostile</td>
<td>DUSTWUN</td>
</tr>
<tr>
<td>KIA</td>
<td>Hostile</td>
</tr>
<tr>
<td>WIA</td>
<td>Hostile</td>
</tr>
<tr>
<td>NON-HOSTILE-DECEASED</td>
<td>Non-Hostile</td>
</tr>
<tr>
<td>NON-HOSTILE-INJURED-ILL</td>
<td>Non-Hostile</td>
</tr>
</tbody>
</table>

Note 1: “Pending Injured/Ill” is used as the Casualty Status until the medical status of the casualty is determined, i.e., Very Seriously Injured/Ill (VSI), Seriously Injured/Ill (SI) or Not Seriously Injured/Ill (NSI).

Note 2: “Pending” is used as the Casualty Category until the cause of the non-hostile death or injury/illness is specifically determined.
Personnel Code Mappings

The mapping for the personnel codes is listed in Table 6.

<table>
<thead>
<tr>
<th>Generic Codes From Casualty Import Spreadsheet</th>
<th>Map to these DCIPS-PCR Personnel Type, Military Affiliation and Category fields</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Personnel Type</td>
</tr>
<tr>
<td>Military</td>
<td>Military</td>
</tr>
<tr>
<td>(Note 1)</td>
<td>(Note 1)</td>
</tr>
<tr>
<td>Civilian</td>
<td>Civilian</td>
</tr>
<tr>
<td>(Note 2)</td>
<td>(Note 2)</td>
</tr>
</tbody>
</table>

Note 1: “Military” is used as the personnel type until the Service Member is determined to be Regular, Reserve or Guard. Once Personnel Type is determined Personnel Military Affiliation and Personnel Category follow suit.

Note 2: “Civilian” is used as the Personal Type for a variety of reportable casualties other than a Service Member (“Military”) when it is not known if the casualty is a U.S. Government employee, contractor or dependent. Personnel Military Affiliation and Personnel Category are determined once additional information about the casualty is discovered.
DCIPS-PCR Casualty and Personnel Warning Message

Since the codes in Table 5 and Table 6 eventually need to be more specific, DCIPS-PCR will present a warning each time you update the Hasty page. The message is shown in Figure 18.

![Personnel and Casualty Codes Warning Message](image)

Figure 18: Personnel and Casualty Codes Warning Message
Casualty Report Status Flow

This section provides the general flow of casualty reports and their statuses within DCIPS-PCR.

Casualty Report Flow for Submitting a New Casualty Report

Figure 19 depicts the overall flow of a casualty report and the basic statuses as you prepare the report for submission.

![Figure 19: Casualty Report Status Flow](image)

Casualty Report Flow for Supplements

You may have to update a casualty report you already submitted. Update a previously submitted casualty report by creating a SUPP (SUPPLEMENTAL) report. Refer to the section on creating a supplemental casualty report.

Figure 20 depicts the overall flow of a supplemented casualty report and statuses.

![Figure 20: Supplemental Casualty Report Status Flow](image)
Using the Queue Page

The DCIPS-PCR Queue Page lists the casualty reports that you have created.

DCIPS-PCR users only see reports they have created for the past 90 days by default.

Figure 21 shows a listing of casualty reports under the New Queue. The listing may be filtered to a specific status by clicking on a link as indicated by Item 1 of Figure 21. Queue Statuses are listed in Table 7 below.

Figure 21: Queue Page

A casualty report must be in a Ready status to submit it to the higher headquarters.

Once a report is in a Ready status you may submit the report by pressing the Submit push button.

Table 7: Queue Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Can Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Note an actual status. Simply lists all casualty reports. Selecting “All” will list all casualty reports in the following statuses.</td>
<td>N/A</td>
</tr>
<tr>
<td>Deleted</td>
<td>Report is marked as deleted. However, the report will always remain in the Queue as an historical audit record.</td>
<td>No</td>
</tr>
<tr>
<td>Editing</td>
<td>Report is being edited. You may save the report and return to edit it at a later time or “Mark as Ready” and submit it.</td>
<td>Yes</td>
</tr>
<tr>
<td>For Approval</td>
<td>Not available on DCIPS-PCR. This status should always be empty for a DCIPS-PCR user’s queue.</td>
<td>N/A</td>
</tr>
<tr>
<td>Information</td>
<td>Not available on DCIPS-PCR. This status should always be empty for a DCIPS-PCR user’s queue.</td>
<td>N/A</td>
</tr>
<tr>
<td>New</td>
<td>Report was just created. Similar to Editing status.</td>
<td>Yes</td>
</tr>
<tr>
<td>Status</td>
<td>Description</td>
<td>Action</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Processed</td>
<td>Report has been loaded into the master DCIPS database by the Service casualty headquarters.</td>
<td>No</td>
</tr>
<tr>
<td>Ready</td>
<td>Report has been marked as ready and may be submitted. The report may still be edited by selecting the report on the Queue page and pressing the Edit push button.</td>
<td>Yes</td>
</tr>
<tr>
<td>Rejected</td>
<td>The report has been rejected by the Service Headquarters.</td>
<td>No</td>
</tr>
<tr>
<td>Replicated</td>
<td>A copy of a submitted report.</td>
<td>Yes</td>
</tr>
<tr>
<td>Submitted</td>
<td>Report has been submitted. You cannot change the report once it is submitted. If a change is made or requested by higher headquarters, then you can select Replicate to create a supplemental report and then submit the supplemental report.</td>
<td>No</td>
</tr>
</tbody>
</table>
Submitting a Casualty Report

This section describes how to make a casualty report ready to submit, how to submit, and how to provide information copies to other casualty organizations.

Marking the Report as Ready

Casualty reports must be in a Ready status to be submitted to the next higher headquarters.

The Mark as Ready check box on the Hasty report page (49) must be checked and the Hasty report saved (i.e., [Update] or [Add] push button pressed). The Queue page listing will then show the report in a Ready Status.

Submitting the Report

Submit a report to higher headquarters by selecting the radio button (Item 1 in Figure 23) on the Queue page listing for the report to be submitted and then pressing the [Submit] push button (Item 2 in Figure 23.)

Figure 23: Submitting a Report

The Submit push button takes you to the Submit page to confirm submission of the report.
Confirming Submission of the Report (Step 1)

The Submit page provides one more chance to verify submission of the report and the ability to send information copies to other organizations with access to DCIPS.

The submit page identifies the casualty reporting unit to which the selected report will be submitted (Item 1, in Figure 24). This should be same as the unit selected in step 4 on the DCIPS-PCR Registration page (Figure 8). Item 2 points to the report you selected on the Queue page. Double check to make sure this is the correct report.

Reports may optionally be copied (Information Status) to other casualty reporting units. When required by policy select one or more of the casualty reporting units that should receive an information copy of the report you are about to submit.

Press the Confirm push button (Item 3 in Figure 24) to submit the report. The text in Step 1 will change to indicate the casualty report was successfully submitted. This is shown in Figure 25, Item 1. A green checkmark will also display indicating the report was submitted (Item 2).

Once you submit the casualty report you can optionally continue to Step 2 to send an information copy of this report to another DCIPS reporting unit or return to a specific Queue status list (i.e., Ready, New, Editing, For Approval) by selecting a status from the Jump to dropdown box as shown in Figure 26.
Sending an Information Copy (Step 2)

Continuing on the Submit Casualty Report page, you can now send an information copy to other DCIPS reporting units. This is an optional step and not required. Once you have completed Step 1 your casualty report is submitted.

Figure 27 shows how to send an information copy beginning with Step 2.

Figure 27: Sending an Information Copy Step 2

The following items refer to Figure 27:

ITEM 1: Step 2 Provides instructions on sending information copies of the casualty report you submitted at the top of the Submit Casualty Report page.
ITEM 2: You may send information copies to your Service and/or any Sister Service(s) DCIPS reporting unit(s). The radio buttons filter the list box (ITEM 3) to reporting units for the selected Service.

ITEM 3: List of available DCIPS reporting units for the Service selected in ITEM 2.

ITEM 4: The Add Reporting Unit push button moves a DCIPS reporting unit selected in ITEM 3 Available Reporting Units list box to the Selected Reporting Units list box at Item 5.

ITEM 5: You can add or remove multiple DCIPS reporting units to Selected Reporting Units list box by selecting the unit and using the Add Reporting Unit or Remove Reporting Unit push buttons.

ITEM 6: Press the Send Info Copy push button to send a copy of the casualty report to the units in the Selected Reporting Units list box. A green check box will appear next to “Step 2” (Figure 28) and a list of the reporting units you sent a copy to will be listed at the bottom of the page.

Figure 28: Green Check Mark
Step 2 “Send To” Confirmation

Return to the Queue Page to submit, edit or create additional casualty reports.
Creating a Supplemental Report

Once a report is submitted it can no longer be edited. Selecting the report pressing the Edit push button will display the report in view-only mode. You must create a supplemental report to submit additional information. Creating supplemental reports is described in the next section.

A supplemental report, or SUPP, is an update to a report that has already been submitted.

Should you need to update a report you submitted, select the casualty report and press the Replicate push button. This will create a copy of the selected report that you may then edit and submit using the same steps as described earlier. The status of the replicated report will display as “Replicated” until you begin editing. The status will return to “Editing” after you have updated the report. The replicated report will receive a new Queue Number. You should have also given it the next Report Number as designated by your command or Army policy.

Sending Information Copies of Casualty Reports

Information copies of casualty reports in your Queue may be sent to other DCIPS organizations. They cannot be sent to other PCR Users.

Printing a Casualty Report

A casualty report may be printed by selecting the report on the Queue page and pressing the Report push button.

Exporting the Queue List

The list of casualty reports may be exported to a Microsoft Excel file by pressing the Export/Excel push button on the Queue page.
Appendix A – Example Hasty Hostile Deceased Casualty Report

This figure shows an example of a Hasty casualty report for a deceased, hostile, Soldier. Note that fields pertaining to deceased Soldiers display after selecting Casualty Type Hostile and Casualty Status Deceased.

Figure 30: Hasty Report Example - Hostile Deceased
Appendix B - Example Hasty Injured/Ill Casualty Report

This figure shows an example of a Hasty casualty report for a injured/ill Soldier. Note that fields pertaining to injured/ill Soldiers display after selecting Casualty Type Hostile and Casualty Status VSI.

Figure 31: Hasty Report Sample Injured/Ill Page
Appendix C - Example Hasty DUSTWUN Casualty Report

Figure 32 shows an example of a Hasty casualty report for a DUSTWUN Soldier. Note that fields pertaining to DUSTWUN Soldiers display after selecting Casualty Type Hostile and Casualty Status DUSTWUN.

![Figure 32: Hasty Report for DUSTWUN](image-url)
Appendix D - Error Messages

Figure 33 provides an example of error messages for incorrectly entered information. Complete the fields listed and update or add the casualty report again.

Figure 33: Error Messages Example
Appendix E - Frequently Asked Questions (FAQ)

This appendix provides questions and answers to frequently asked questions.

**Who should be using DCIPS-PCR?**

DCIPS-PCR is primarily for reporting casualties in theaters of operation when a unit or command does not have a dedicated casualty reporting organization. It is not meant to be used to report casualties occurring in CONUS or OCONUS non-theater locations.

**Why are there fewer fields in DCIPS-PCR than DCIPS-CF?**

DCIPS-PCR is meant for casualty reporting at the level closest to the incident. Information such as Service Member demographics, next-of-kin, etc., are completed at higher levels in the casualty reporting process. Only the essential and time critical information to notify the Service headquarters and affect notification to next-of-kin is required in the DCIPS-PCR Hasty casualty report.

**Can I report casualties from another Service?**

Yes. However, first check with your supervisor to be sure you are authorized to report another Service’s casualty. Report another Service’s casualty from a fresh instance of the PCR Registration page. Select the Service of the casualty (see Figure 5) and follow the basic instructions described in this User Manual. Note that the other Service’s data elements may be different and there may be more tabs. Therefore, if you are going to report a Service Member from another Service be sure to read their User Guide. User Guides are available on the PCR Registration page under quick links.

**Why can I only see casualty reports I create?**

This is a Privacy Act issue. Only fully vetted personnel belonging to casualty reporting organizations may have elevated privileges in DCIPS. DCIPS-PCR allows any Service Member with a valid Common Access Card to create a casualty report. However, since you have not been vetted, you can only enter or see information that you created – not what other people have entered into DCIPS.

**If I become injured or ill, then should I report myself as a casualty using DCIPS-PCR?**

Absolutely not. Only your branch of Service, commander or supervisor should make the report to the appropriate casualty reporting organization in accordance with Service regulations.
If my Family Member who is covered by FSGLI dies, then should I report him or her as a casualty using DCIPS-PCR?

Absolutely not. Contact your branch Service casualty office or other supporting personnel office for filing a FSGLI claim.

What if the DCIPS-PCR web site is not working?

Time is of the essence when reporting casualties. However, you can do a few things to troubleshoot before reporting an issue.

- First, check the URL you are using. Make sure there are no characters after the .mil in the URL. Internet browsers tend to try and anticipate the last URL you used and add information to what you are typing. The DCIPS website must be only the basic URL. Also, if you bookmarked or created a favorite in your internet browser, then make sure the bookmark only contains the basic DCIPS URL.
- Second, if the URL is correct, then try one of the other DCIPS website URLs listed at the beginning of this document. If another one works, then use it.
- Third, if none of the other DCIPS websites are working, then try another military web-site, i.e., one with a .mil domain. If other military websites are working, then try using another person’s computer.
- Fourth, if still not working, then check with your supporting casualty headquarters and report the problem and ask how they want you to report the casualty.

How can I check on the status of the DCIPS websites?

Occasionally, the primary DCIPS websites go down for maintenance or other unexpected events. You may check the DCIPS overall system status on the DCIPS milSuite site at https://www.milsuite.mil/book/groups/defense-casualty-information-processing-system-dcips.

How do I know when to use the DCIPS COOP site?

Check with your casualty headquarters or go to the milSuite site at https://www.milsuite.mil/book/groups/defense-casualty-information-processing-system-dcips. The milSuite site will provide information about the status of the COOP site and whether you should use it.

Is the DCIPS website secure?

Yes. DCIPS is a DoD registered Defense Business System. The DCIPS website requires the use of a Common Access Card and uses DoD authorized encryption technologies. You can enter personally identifiable information (PII) and Protected Health Information (PHI) and other information covered by the Privacy Act of 1974 into DCIPS-PCR. All web page traffic is encrypted.
How do I become a registered user of DCIPS?

Contact your next higher level casualty reporting organization. They will determine if you need additional permissions and the procedures to follow to obtain elevated permissions.

Is the DCIPS team available 24/7?

No. The DCIPS Team is only available during normal duty hours Eastern Standard Time. Please check with your supervisor or casualty operations cell before calling the DCIPS Team.

Where do I get help if the DCIPS Team is not available?

You should always contact your supervisor first. If you are using DCIPS-PCR to create and report casualties, then you should have already been designated this duty by your commander. Your local command is responsible for training and casualty reporting procedures.

Does the DCIPS team help with casualty reporting policy?

No. Casualty reporting policy is contained in Service regulations and policy guidance. Contact your commander or casualty reporting organization for answers to policy questions.

Should I report myself when I am treated at a medical treatment facility for an injury or illness?

No. Only your commander or servicing casualty assistance center will determine if you should be reported as a “casualty.”