Defense Casualty Information Processing System (DCIPS) Casualty Reporting Training Guide

22 August 2008

What's New????

This July 2008 Edition of the DCIPS Training Guide separates casualty reporting from other DCIPS requirements.

The DCIPS Casualty Reporting Training Guide will now contain only those areas and fields that pertain to reporting functions. There continues to be a Glossary of Terms commonly found in casualty reporting, Appendix A – Addresses for Casualty Reports; and Appendix B – Casualty Assistance Centers.

Follow on requirements, such as documenting completed notifications, disposition of remains, PE tracking, etc. will be contained in a second volume – DCIPS-CM Training Guide. This volume will also contain a Glossary of Terms common used throughout the casualty and mortuary affairs environment.

NOTE:

This page will briefly tell you about new information that has been added, or significant changes that have been made, since the previous edition was posted on the Portal.

The Training Guides will be fielded in stages so as to hasten delivery to the end users. If there is a specific area you need assistance with, please let me know. Users are encouraged to provide comments and/or corrections to Linda Gilbo, Subsystem Technologies, Inc., at Linda.gilbo@conus.army.mil, or DSN: 221-8593, or CML: 703-325-8593.

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Introduction

The purpose of this Training Guide is to provide Defense Casualty Information Processing System (DCIPS) users with an easy-to-follow, easy-to-use guide to be used in conjunction with the Training Modules that reside on the DCIPS web Portal.

By following the steps contained in the Training Guide, casualty personnel should -

- Become familiar with the terms related to casualty and mortuary affairs operations
- Understand the flow of casualty reports inside and outside the Theater of Combat Operations
- Know the correct usage of the four types of casualty reports
- Be able to send accurate and timely casualty reports

The Department of the Army has designated this DCIPS Training Guide as the standard called for in Army Regulation (AR) 600-8-1, and requires each Casualty Assistance Center and Casualty Area Command (CACs) to provide this Training Guide to all personnel identified to perform the multitude of casualty and mortuary affairs functions requiring DCIPS. The Training Guide format is flexible enough to provide the participants up-to-date content and is flexible enough to be used in a classroom setting, for one-on-one coaching, or for self-paced refresher training.

This DCIPS Training Guide is intended to replace significant sections of AR 600-8-1, Chapter 4 when the Regulation is next published.

References

- AR 600-8-1, 30 April 2007, Army Casualty Program
- https://dcs.army.mil or https://dcs1.army.mil

Frequently Used Terms

- Casualty and Mortuary Affairs Operations Center (CMAOC): manages all aspects of the Casualty and Mortuary Affairs Programs and is the central headquarters responsible for oversight of the CACs.

- Defense Casualty Information Processing System (DCIPS): a data base tracking system maintained at CMAOC for the Casualty and Mortuary processing. Except as noted, all DCIPS modules are web-based):
    - DCIPS-CF (DCIPS-Casualty Forward, stand alone module; also known as DCIPS-Forward)
    - DCIPS-CR (DCIPS-Casualty Reporting)
    - DCIPS-CM (DCIPS-Case Management)

- Duty Status – Whereabouts Unknown (DUSTWUN); a transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member 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.

- Excused Absence – Whereabouts Unknown (EAWUN); 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.

- Casualty is 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 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.

- 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.

- 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.

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

- PNOK: The 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.

- 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 Glossary at the end of this Guide.

A few notes before you get started

There is a multitude of information involved in casualty reporting. Detailed instructions, codes, and a format example for each item on the various DCIPS screens are contained in this DCIPS Training Guide. Not all of the items pertain to every type of casualty report. Tables 1-4 list those items required for each casualty type. Please follow the instructions and information contained in these tables closely. The DCIPS data fields are formatted for each entry, and drop down menu selections are keyed to the casualty and type.

The following items are no longer required data elements on casualty reports: sponsor name, relationship to sponsor, sponsor SSN, sponsor organization, received religious ministrations, mailing address of hospital of injured casualties.

Reporting elements need to emphasize accuracy and completeness of information they report. These items may be the only sources of information for the NOK concerning the facts surrounding the individual's death or injury.

Report casualties involving Army personnel occurring in the air, over water, or at sea, while traveling to or from an overseas command as directed by CMAOC.

In the event of internet non-availability, manually prepared reports will be submitted. Manual reports will be created using DCIPS-CF (Forward), and will be submitted to CMAOC via fax. If the internet is functional but DCIPS-CR is not, use DCIPS-CF for casualty reports and submit via email to CMAOC.

All of the DCIPS modules are best learned by hands-on practice. The more you understand the ins and outs of the system's capabilities, the more comfortable you will be using the modules.

Each section is written in a format that addresses each data field required for completing procedures as you work through each casualty scenario. This should enable the user to work through the Training Guide as they go through each of the required data elements.

Using **DCIPS-Casualty Forward (CF),** you have to decide whether to use the Hasty Report, the Multiple Casualty Incident Report, or the New Casualty Report (through the Casualty Main Listing button). We will discuss each of these in more detail later in this Guide.

All dates in CF are presented in the yyyy/mm/dd hh:mm format.

Throughout DCIPS-CR and DCIPS-CM, the date/time entries use the dd-mmm-yyyy hhmm format.

If you are using **DCIPS-Casualty Reporting (CR),** it is highly recommended that you read DCIPS 8.0 Getting Started Guide, Tips and Troubleshooting before proceeding through DCIPS Training Guide. You can download this document from the DCIPS web Portal.

In CR, there is also a "Help" button in the upper right corner of the screens which will provide you with some on-line help as you work your way through the casualty reporting process.

In CR, use the **Multiple Casualty Template Tab** to identify a multiple casualty incident **before** you start inputting the data elements that pertain equally to every person for which you're preparing a casualty report for this incident. Any incident involving more than one person in a single incident constitutes a multiple casualty, not to be confused with a mass casualty situation where there are more casualties than the CAC can be reasonably expected to handle at any given time. Include **Casualty Status** if all persons are deceased, or if all are VSI, etc. Once you've completed the template, save it and start creating the individual reports. As you proceed through each individual report, you'll have an opportunity to select the Multiple Casualty Code that you created earlier, and this code will allow the system to automatically fill all of the like data fields in each report for this particular incident. For those of you familiar with "merge print" functions in word processing systems, it's very much the same concept.

Reportable Casualties

A casualty report is required when any of the personnel listed in the categories below becomes a casualty.

a. All Army members on active duty. The term "active duty" includes RC members in an Active Guard/Reserve (AGR) status, Reserve and National Guard members mobilized under 10 USC, and RC Soldiers serving in a "sanctuary" status or recalled retired Soldiers.

b. U.S. Army Reserve and ARNG Soldiers who die while en route to or from, or while participating in, any of the following authorized training activities ---
    (1) Annual training (AT).
    (2) Active duty for training (ADT).
    (3) Full-time National Guard duty (FTNGD).
    (4) Temporary tour of active duty (TTAD).
    (5) Initial active duty training (IADT).
    (6) Scheduled inactive duty training (IDT).
    (7) Active duty for special work (ADSW).
    (8) Special active duty for training (SADT).

c. Soldiers who die while en route 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.

d. Cadets and students enrolled in Reserve Officers' Training Corps (ROTC) performing authorized training or travel (5 USC 8140 or 36 USC 2110).

e. United States Military Academy (USMA) cadets.

f. Soldiers in an absent without leave (AWOL) status.

g. Soldiers in a deserter status.

h. Members of other Services (para 3–6).

i. Retired general officers of the Army.

j. Retired Soldiers who held the office of Sergeant Major of the Army.

k. Medal of Honor recipients.

l. Retired Soldiers with 100 percent disability who die within 1 year of separation from the Army (RETIRED—Temporary Disability Retired List/Permanent Disability Retired List (TDRL/PDRL) 100 percent).

m. Retired, separated, or discharged Soldiers who die within 120 days of separation from the Army. This includes Soldiers with disability of less than 100 percent (released from active duty (REFRAD 120).

n.   All other retirees, including those covered in accordance with 10 USC 1331 (grey area retirees—retired but not yet receiving retirement pay).

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

p.   Department of the Army employees paid from appropriated funds who die during travel status or temporary duty (TDY) within the 50 states and the District of Columbia.

q.   Department of the Army employees paid from appropriated funds while assigned, deployed, or TDY outside the continental United States (OCONUS).

r.   Family members of DA employees paid from appropriated funds residing with the employee stationed outside of the 50 states and the District of Columbia or while in transit to or from the 50 states and the District of Columbia.

s.   Other U.S. civilians who become a casualty OCONUS and are—

         (1) Non–appropriated fund employees of the DA.

         (2) 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 theater of operations.

         (3) Visiting dignitaries.

         (4) Representatives of DA–sponsored organizations (such as the American Red Cross, the United Services Organization (USO), and banking facilities).

         (5) U.S. citizens for whom local State Department officials have requested the overseas CMD assume casualty reporting responsibilities.

         (6) Contract representatives of the DVA and the Department of Labor.

         (7) Reporters who are embedded with deployed U.S. armed forces.

         (8) Any other category of interest so designated by the SA or CSA as reportable.

t. All family members of active duty personnel. Family members are those who are entitled to military identification (ID) cards or are claimed as dependents on the Soldier's tax returns.

u. Allied government personnel who die in continental United States (CONUS).

v. Foreign military trainees who die in CONUS.

w. Family members of retired personnel who die in a medical treatment facility (MTF) within the United States
(does not include Alaska or Hawaii).

Reporting Army General Officers, Sergeants Major of the Army, and Medal of Honor recipients

a. Casualty reports on personnel in the categories below will have additional information (3–2 c, below) included in item 61 (Remarks) of the casualty report. The Director, CMAOC will provide this information to HQDA (DACS–DSP) Protocol Office for release of an Army–wide message announcing the death of these personnel—

    (1) Any general officer in active or retired status.

    (2) Any past or present Sergeant Major of the Army.

    (3) Any Medal of Honor recipient if the family requests a CAO.

b. Upon death of an active or retired 4–star general officer, if the family requests a CAS, appoint an active duty general officer as the CAO. Director, CMAOC may grant exceptions to this policy, only when it is clearly not feasible to appoint an active duty general officer.

c. Additional information required is as follows—

    (1) Date, time, and location of the funeral.

    (2) Date, time, and location of interment.

    (3) The desires of the PNOK concerning expressions of sympathy, contributions, or memorials.

    (4) The HQDA (DACS) statement in an Army–wide message that the NOK does or does not consent to the release of the preceding information announcing the death of the Soldier concerned.

d. Do not delay the INIT report if this information is not immediately available. Submit a SUPP report as soon as this information is available.

Table 1 – Casualty Report Requirements (Military)

(Military) Report Item	INIT REPORT Military				SUPP Military	PROG Military	STACH Military		
	DECEASED	DUSTWUN	CAPTURED	INJ or ILL			Any To Dead	DUSTWUN To Any	Miss To RMC
Field Report Type	X	X	X	X	X	X	X	X	X
Field Report Number	X	X	X	X	X	X	X	X	X
Casualty Type	X	X	X	X	X	X	X	X	X
Casualty Status	X	X	X	X	X	X	X	X	X
Casualty Category	X	X	X	X	X	X	X	X	X
Previous Casualty Status						X	X	X	X
Multiple Casualty Code (if applicable)	X	X	X	X			X	X	X
SSN	X	X	X	X	X	X	X	X	X
Last Name	X	X	X	X	X	X	X	X	X
First Name	X	X	X	X	X	X	X	X	X
Middle Name	X	X	X	X	X	X	X	X	X
Suffix	X	X	X	X	X	X	X	X	X
Personnel Type	X	X	X	X			X	X	X
Personnel Affiliation	X	X	X	X			X	X	X
Personnel Category	X	X	X	X			X	X	X
Service	X	X	X	X			X	X	X
Military Rank	X	X	X	X			X	X	X
Military Unit of Assignment	X	X	X	X					
Military UIC	X	X	X	X					
In Support of Other Service	X	X	X	X					
Inflicting Force (Hostile only)	X	X	X	X					
Date/Time of Incident	X	X	X	X					
Circumstances	X	X	X	X			X	X	X
War Conflict	X	X	X	X					
Ops Incident	X	X	X	X					
Event	X	X	X	X					
Incident City	X	X	X	X					
Incident State	X	X	X	X					
Incident Country	X	X	X	X					
Grid (required with no city)	X	X	X	X					
LAT/LONG (if over water)	X	X	X	X					

(Military)	INIT REPORT				SUPP	PROG	STACH	
Over Water?	X	X	X	X			X	
Location (further detail: FOB…)	X	X	X	X			X	
Vehicle Group	X	X	X	X			X	
Vehicle Type	X	X	X	X			X	
Armor Level	X	X	X	X			X	
Vehicle Owner	X	X	X	X			X	
Position in Vehicle	X	X	X	X			X	
Investigation Required	X	X	X	X			X	
TRNG/Duty Related	X	X	X	X			X	
Duty Status	X	X	X	X			X	
Start Date	X	X	X	X			X	
End Date	X	X	X	X			X	
Diagnosis				X				
Cause of Death	X						X	
Date/Time of Death	X						X	
Place of Death City	X						X	
Place of Death State	X						X	
Place of Death Country	X						X	
Body Recovered	X						X	
Over Water?	X						X	
Died in/out of Medical Treatment Facility	X						X	
Continuously Hospitalized Y/N	X						X	
DD Form 93 Date	X	X	X	X			X	
DD Form 93 Review Date	X	X	X	X			X	
SGLI Date	X	X	X	X			X	
Birth Date	X	X	X	X			X	
Birth City	X	X	X	X			X	
Birth State	X	X	X	X			X	
Birth Country	X	X	X	X			X	
Citizenship	X	X	X	X			X	
Sex	X	X	X	X			X	
Race	X	X	X	X			X	
Ethnicity	X	X	X	X			X	
Religious Preference	X	X	X	X			X	
DMOS/AFSC	X	X	X	X			X	
PMOS	X	X	X	X			X	
PEBD	X	X	X				X	
BASD/ADBD	X	X	X				X	
HOR City	X	X	X	X			X	
HOR State	X	X	X	X			X	
HOR Country	X	X	X	X			X	
Training Type (ANG/USAR)	X	X	X	X			X	
Training Start Date (ARNG/USAR)	X	X	X	X			X	
Training End Date (ANG/USAR)	X	X	X	X			X	
Posthumous Recommend Date	X						X	

(Military)	INIT REPORT				SUPP	PROG	STACH		
Posthumous Rank Recommended	X						X		
Higher Rank Held	X						X		
Higher Rank Held from Date	X						X		
Higher Rank Held to Date	X						X		
Death Gratuity Remarks	X						X		
Remarks	X	X	X	X	X	X	X	X	X
Body Armor Tab	X	X	X	X			X		
NOK Tab	X	X	X	X			X		
CAO Tab	X	X	X				X		
Prognosis and Progress Tab				X		X			
Awards Tab	X	X	X				X		

NOTES:
1. Inflicting force applies only to Hostile casualties.
2. Remarks are required, as appropriate, for each casualty report that is created.
3. Training Type, Training Start Date and Training End Date apply only to Reserve and National Guard casualties.
4. Multiple Casualty Codes should be used for any single casualty incident involving more than one person.
5. SUPP data elements are as required to provide additional or corrected information, other than medical, pertaining to a previously submitted report. Items checked in the above table are required elements when submitting a SUPP, and additional elements should be included as applicable.

Table 2 – Casualty Report Requirements - (Civilian)

(Civilian) Report Item	INIT REPORT Civilian				SUPP Civilian	PROG Civilian	STACH Civilian		
	DECEASED	EAWUN	CAPTURED	INJ Or ILL	As Needed	N/A	Any To Dead	EAWUN To Any	Miss To RMC
Field Report Type	X	X	X	X	X	X	X	X	X
Field Report Number	X	X	X	X	X	X	X	X	X
Casualty Type	X	X	X	X	X		X	X	X
Casualty Status	X	X	X	X			X	X	X
Casualty Category	X	X	X	X			X	X	X
Previous Casualty Status					X		X	X	X
Multiple Casualty Code (if applicable)	X	X	X	X			X	X	X
SSN	X	X	X	X	X		X	X	X
Last Name	X	X	X	X	X		X	X	X
First Name	X	X	X	X	X		X	X	X
Middle Name	X	X	X	X	X		X	X	X
Suffix	X	X	X	X	X		X	X	X
Personnel Type	X	X	X	X	X		X	X	X
Service	X	X	X	X	X		X	X	X
In Support of Other Service	X	X	X	X					
Date/Time of Incident	X	X	X	X					
Circumstances	X	X	X	X	X		X	X	X
War Conflict	X	X	X	X					
Ops Incident	X	X	X	X					
Event	X	X	X	X					
Incident City	X	X	X	X					
Incident State	X	X	X	X					
Incident Country	X	X	X	X					
Grid (required with no city)	X	X	X	X					
LAT/LONG (if over water)	X	X	X	X					
Location (further detail of location, EX: FOB …)	X	X	X	X					
Over Water?	X	X	X	X					
Vehicle Group	X	X	X	X					
Vehicle Type	X	X	X	X					
Armor Level	X	X	X	X					

(Civilian)	INIT REPORT				SUPP	PROG	STACH		
Vehicle Owner	X	X	X	X					
Position in Vehicle	X	X	X	X					
Investigation Required	X	X	X	X					
Diagnosis				X					
Cause of Death	X	X	X				X		
Date/Time of Death	X	X	X				X		
Place of Death City	X	X	X				X		
Place of Death State	X	X	X				X		
Place of Death Country	X	X	X				X		
Body Recovered	X	X	X				X		
Over Water?	X	X	X				X		
Died in/out of Medical Treatment Facility	X	X	X				X		
DD Form 93 Date	X	X	X	X					
DD Form 93 Review Date	X	X	X	X					
Birth Date	X	X	X						
Birth City	X	X	X						
Birth State	X	X	X						
Birth Country	X	X	X						
Citizenship	X	X	X						
Sex	X	X	X	X					
Race	X	X	X	X					
Ethnicity	X	X	X	X					
Civilian Type	X	X	X	X					
Civilian Pay Table	X	X	X	X					
Civilian Pay Grade	X	X	X	X					
Civilian Contract Agency	X	X	X	X					
Civilian Organization	X	X	X	X					
Remarks	X	X	X	X	X		X	X	X
NOK Tab	X	X	X	X					
CAO Tab	X	X	X				X	X	

Table 3 – Casualty Report Requirements (Retiree)

(Retiree) **Report Item**	INIT REPORT Civilian				SUPP Civilian	PROG Civilian	STACH Civilian			
	D E A D				As required	N/A	N/A	N/A	N/A	
Field Report Type	X									
Field Report Number	X									
Casualty Type	X									
Casualty Status	X									
Casualty Category	X									
SSN	X									
Last Name	X									
First Name	X									
Middle Name	X									
Suffix	X									
Personnel Affiliation	X									
Personnel Category	X									
Service	X									
Military Rank	X									
Cause of Death	X									
Date/Time of Death	X									
Place of Death City	X									
Place of Death State	X									
Place of Death Country	X									
Continuously Hospitalized Y/N	X									
Birth Date	X									
Birth City	X									
Birth State	X									
Birth Country	X									
Sex	X									
Retirement/Sep Date	X									
TDRL/PDRL	X									
TDRL/PDRL Percent	X									
TDRL/PDRL Date	X									
Remarks (as appropriate)	X									
NOK Tab	X									
CAO Tab (GO, SMA, MoH)	X									

Table 4 – Casualty Report Requirements (Family Member)

(Family Member) Report Item	INIT REPORT Civilian				SUPP Civilian	PROG Civilian	STACH Civilian			
	D E A D				As required	N/A	N/A	N/A	N/A	N/A
Field Report Type	X									
Field Report Number	X									
Casualty Type	X									
Casualty Status	X									
Casualty Category	X									
Multiple Casualty Code (if applicable)	X									
SSN	X									
Last Name	X									
First Name	X									
Middle Name	X									
Suffix	X									
Date/Time of Incident	X									
Circumstances	X									
Incident City	X									
Incident State	X									
Incident Country	X									
Cause of Death	X									
Date/Time of Death	X									
Place of Death City	X									
Place of Death State	X									
Place of Death Country	X									
Birth Date	X									
Sex	X									
Remarks (as appropriate)	X									
NOK Tab	X									
Relationship to Sponsor	X									

Notes:

Casualty reports for Family members are only submitted for Deceased. SUPP reports will be submitted only as needed.

DA Form 1156 – Casualty Feeder Card

The DA Form 1156 (Casualty Feeder Card) serves as the witness card and as a checklist to create the Initial casualty report which will be used as the basis for notifying the next of kin (NOK), preparing letters of sympathy, and awards documentation. In addition, the DA Form 1156 will substitute for an electronic casualty report in the event of a power failure; or if all other means of accounting for casualties are unavailable, these forms can serve as the document of record for notification purposes.

Persons having first-hand knowledge of the incident should complete the DA Form 1156. Data elements marked with an asterisk (*) are required fields and must contain data. If required information is not available, enter an explanation in the Circumstances field. Include when the data is expected to arrive and the reporting source.

Data elements on the DA 1156 align with DCIPS-CF and DCIPS-CR.

The DA Form 1156 will allow you to quickly account for personnel, identify deceased versus wounded, and provide an account of the circumstances – all to be forwarded to your Battalion casualty team for casualty report processing

In completing this form, try to answer the WHO (was involved), WHAT (happened), WHEN (did the incident occur), WHERE (city, state, country, location, grid, etc.) and HOW (what were the casualties doing at the time of the incident – mounted patrol, sleeping in their tents, in the marketplace, etc.) Be sure to include information on what protective gear was worn at the time of the incident. Much of this information is being utilized to develop better, safer products for our Soldiers. Don't include gory information, don't speculate, don't embellish – just the facts, ma'am. This information WILL be used to provide information to the NOK when notification is made.

The brigade adjutant is responsible for preparation and accuracy of casualty reports.

Notification personnel in the rear depend on your accurate and timely accounts of incidents. We only get one chance to make the notification right the first time.

Casualty reports will flow up through personnel channels to the contingency CAC.

The contingency CAC, working as the reporting CAC, submits the casualty reports to CMAOC.

CASUALTY FEEDER CARD

For use of this form, see AR 600-8-1; the proponent agency is DCS, G-1.

* Indicates required fields.

*CASUALTY TYPE				
☐ HOSTILE	☐ PENDING			
☐ NON-HOSTILE				

*CASUALTY STATUS

☐ NSI	☐ DECEASED
☐ SI	☐ DUSTWUN
☐ VSI	☐ PENDING

DUSTWUN/MISSING
LAST SEEN (DATE/TIME/PLACE)

IDENTIFYING MARKS (tattoos, scars)

*CIRCUMSTANCES

---

*SSN	*RANK

*NAME

*SERVICE	UIC

*UNIT

*INFLICTING FORCE (hostile)

☐ ENEMY ☐ ALLY ☐ US (buddy) ☐ UNK

REMAINS: VISUAL ID ☐ YES ☐ NO
ID BY: _____
MEANS USED: _____

---

*PERSONNEL TYPE

☐ MILITARY	☐ CIVILIAN
☐ CONTRACTOR	☐ OTHER

*INCIDENT DATE/TIME

*PLACE OF INCIDENT

GRID

DEATH DATE/TIME

PLACE OF DEATH

PRONOUNCED BY

DA FORM 1156, MAR 2007   REPLACES DA FORM 1156, MAR 2006. WHICH IS OBSOLETE.   APD V1.00

BACK OF CARD

VEHICLE GROUP/TYPE

☐ HMMWV	☐ STRYKER
☐ APC	☐ TRACK
☐ ENG	☐ LAV
☐ MTV	☐ PLS
☐ ARTILLERY _____	
☐ HELICOPTER _____	
☐ OTHER _____	

UP-ARMORED

☐ YES ☐ NO

LEVEL

POSITION (aboard)

HOR (if known)

INTERCEPTOR BODY ARMOR (IBA)

☐ PASGT	☐ OTV
☐ NONE	☐ OTHER

ATTACHMENTS

☐ THROAT	☐ GROIN
☐ YOKE/COLLAR	☐ DAP
☐ SAPI	

HELMET

☐ ACH	☐ MICH	☐ OTHER
☐ PASGT	☐ CVC	☐ NONE
☐ SHELL	☐ NO SHELL	☐ VISOR

EYE PROTECTION

☐ SWD	☐ BLPS	☐ SPECS
☐ OAKLEY	☐ WILEY	☐ ESS
☐ OTHER _____		
☐ NONE		

HOSPITAL

_____

☐ DIED IN
☐ DIED OUTSIDE

INVESTIGATION INITIATED

☐ YES ☐ NO ☐ PENDING

TRAINING DUTY RELATED

☐ YES ☐ NO

DUTY
STATUS _____

WEAPONS

☐ IED	☐ VBIED	
☐ SVBIED	☐ RPG	☐ MORTAR
☐ SAF	☐ GRENADE	
☐ OTHER		

SIGNATURE OF PREPARER	DATE (YYYYMMDD)
APPROVED BY COMMANDER (Field Grade Officer Required all Deaths/DUSTWUN/Missing)	DATE (YYYYMMDD)

DA FORM 1156, MAR 2007   APD V1.00

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 the casualty is, 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 casualties, and a preliminary diagnosis for injured or ill casualties and where the casualty is hospitalized. Additional required information is identified in Tables 1-4 on pages 12-18 of this Guide.

Use a supplemental report (SUPP) to report any change to, or additional non-medical information for, any previously submitted report. SUPP reports should be submitted as soon as a change or additional information is known.

Progress reports (PROGs) 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.

A Status change report (STACH) is required for any major status change listed below. STACH reports should be submitted as soon as the change in status occurs.

> Any status to deceased
> Missing status to Returned to Military Control (RMC)
> DUSTWUN or EAWUN to any other status

Reporting Special Interest casualties

Unique or bizarre circumstances resulting in a casualty that can be expected to generate significant amounts of media interest should be identified in DCIPS by checking the "Special Interest" box when preparing the casualty report.

Any casualty incident involving active duty general officers and general officer designees; retired general officers; officers commanding battalions, brigades or higher units of similar size and responsibility in hostile fire area; field grade officers in an advisory position in hostile fire areas; former or present Sergeants Major of the Army; any government official or public figure that becomes a casualty while under Army sponsorship; returned prisoners of war; and any other persons as directed by CMAOC will be reported.

Upon receipt of information concerning a special interest casualty matter, the responsible reporting CDR will relay all available information by the fastest means possible (normally telephone). Once this "heads up" is complete, make an **Unbound Journal** entry containing all of the available information, to include all persons involved in a multiple casualty incident regardless of their desire or severity of the illness, injury, or the wounds sustained.

Casualty Reporting using DCIPS-Casualty Forward (CF)

Upon receiving information that a casualty has occurred, your first step is to make certain of the facts available. Your second action should be to provide a "Heads Up" to CMAOC. "Heads Up" communication provides additional time to prepare before the clock starts for the required timeframe to make notification to the PNOK as stated in AR 600-8-1.

Units using DCIPS-CF must make telephonic Heads-Up to CMAOC. The case worker receiving your Heads-Up at CMAOC will make an **Unbound Journal** entry in DCIPS-CM. This **Unbound Journal** entry will be pulled into the permanent record once the initial casualty report has been submitted into DCIPS-CM.

The **Hasty Report** is recommended when there is very limited information available about the personnel involved, or about the incident itself. Hasty Reports are frequently used in contingency operations.

For any incident involving more than one casualty, you need to use the **Multiple Casualty Listing** function. This will eliminate the need for inputting the same information multiple times; you can enter the incident information and all personnel information such as Casualty Type, vehicle involvement and circumstances just one time. The system will then allow you to enter casualty specific information for each of the casualties involved.

If you have a single casualty and access to a good deal of the required information, use the **Casualty Main Listing**, and click on the **New** button for a full report.

Creating a Hasty Report in CF

Select the Hasty Report button on the **Main Menu**. This expanded Hasty is ideal for casualty reporting from contingency operations.

The **Report Type** will auto fill for INIT reports. If you need to prepare a Supplemental (SUPP), Progress (PROG) or Status Change (STACH) report, please refer to pages 56-59.

Under **Field Report Number**, use the next number in the sequence established at the CAC. Each CAC submitting reports to CMAOC must establish, on a fiscal-year basis, a sequential numbering system for INIT, SUPP, STACH, and PROG reports. Use the following format: Y-9999-XX99. The Y = the digit(s) for the fiscal year, e.g., 7 for 2007; 9999 = this is the casualty report sequence number; XX = (SU)PP, (ST)ACH, or (PR)OG; and the last two digits represent the sequential number for each type of report.

Example: 7-0007 – Initial report number
             7-0007SU01 – supplemental report number 01 to report 7-0007
             7-0007PR02 – progress report number 02 to report 7-0007.

Casualty Type is to characterize the casualty incident as hostile, non-hostile or pending. A casualty incident is characterized as hostile if the incident involved 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.

A non-hostile incident would involve circumstances not directly attributable to hostile action or terrorist activity. Casualties caused by the elements, self-inflicted wounds, and combat fatigue are non-hostile casualties.

A casualty incident would be characterized as "Pending" when 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. When the circumstances surrounding the incident are unclear, use Pending. If you suspect friendly fire, use Pending until an official determination is made. A SUPP will be required once the determination is final.

Each casualty report must have a **Casualty Status.** From the drop down menu, choose Deceased, DUSTWUN, Missing, Returned to Military Control, VSI, SI or NSI. The drop down

menu options will change based on the Casualty Type that you selected above. If you selected Non-hostile as the Casualty Type, you will not get Missing in Action (MIA) as an option in the drop down for the Casualty Status. You will get Deceased, VSI, NSI (to name a few) as one of the options.

Once you've entered the Casualty Type and the Casualty Status, you'll need to select a **Casualty Category**. Each of the Casualty Category drop downs are based on the selections you made under Casualty Type and Casualty Status.

For example, you selected Hostile as the Casualty Type, then Deceased as the Casualty Status. The drop down will afford you the opportunity to select Killed in Action, Died of Wounds Received in Action (DWR), While Captured (to name a few) as the Casualty Category. If you had selected Non-hostile as the Casualty Type, then Deceased as the Casualty Status, you'll have the option to select a different set of Categories.

You'll need to fill in **Previous Casualty Status** only if you are creating other than an INIT report.

The **Multi Casualty Code** cannot be manually entered with this version of Hasty Report. You need to go to the Multiple Casualty Incident and create the Multiple Casualty Code first, or choose to use the Multi Casualty Code with the Full Report instead.

The **Personnel Type/Component** is the component the casualty belongs to, or they may be a civilian. Select the applicable choice from the drop down. Contractors would be included under Civilians, as would personnel belonging to the Red Cross, media, and/or non-government organizations for which the Army has reporting responsibility.

Personnel Affiliation is determined based on the selection you made for Personnel Type/Component. An example: If you selected Regular, you will have the option to select Active, Not Active Duty, or Retired/Separated as a Personnel Affiliation. If you selected Reserve as the Personnel Type/Component, you could select Active, Not Active Duty or Retired/Separated as the Affiliation.

Each casualty report must have a **Personnel Category**. As with Personnel Affiliation, Personnel Category is directly related to the choices previously made under the previous data field.

Example: Personnel Type/Component = Regular
                 Personnel Affiliation = Active Duty
                 Personnel Category = Obligated/Voluntary Service

Enter the **Social Security Number** of the casualty you are reporting.

Every casualty needs to have a **Last Name, First Name**, **Middle Name** (initial or leave blank if the individual has no middle name. Do NOT use "NMN" or "UNK") and **Suffix** (whether or not they are a Jr., Sr., III, IV, etc.) Be sure to spell the names correctly. This information will be used to draft Presidential and/or Congressional, and other correspondence that will be sent to the Family. At this point, if you know the casualty has a nickname or common name, you should include that information in the Remarks section of the casualty report.

Select the applicable **Service** from the drop down. This will almost always be "United States Army." Use of a code other than Army must be coordinated with CMAOC.

Casualty reports for military personnel must have a **Rank**. DCIPS-CF and DCIPS-CR drop downs will contain historical grades when processing casualty reports for prior conflicts. Select the appropriate Rank for the casualty you are reporting.

Select the person's **Duty Status** at the time of the incident from the drop down menu. If applicable, enter also the start and end date of the duty status. Enter the date this particular duty status started, and the date the duty status ended.

Military Unit of Assignment must be completed. Enter the person's organization down to company level, if applicable. Include the installation name, state, and zip code. The Unit of Assignment should include at least 3 levels of command.

Example: CO A, 1st BN, 8th INF, 3 BCT (4th ID), Fort Carson, CO XXXXX-XXXX.

The **Date/Time of Incident** must be entered using the local date and time (24-hour clock) at the place of the incident. Use this format: dd-mmm-yyyy hhmm.

If the Casualty Type was Hostile, then you need to select from the **Inflicting Force** drop down to indicate what type of force inflicted the casualty. Select from the drop down menu.

Example:
AMIGO (Allied Forces)

ENEMY (Enemy Forces)
BUDDY (US Forces)
UNKNOWN

The place of Incident may include several data fields: **Incident City, Incident State, Incident Country.**

If the incident occurred near a recognized City/Town, enter the City/Town, State if applicable and the Country. If the incident occurred in an unchartered region, then use the State or Country and in the **Remarks** provide the nearest Grid Coordinates to where the incident took place. If over water, check the box for **Over Water.** The drop down will allow you to select the body of water over which the incident occurred. You should then provide latitude and longitude data. If in the air, in the **Remarks** provide latitude and longitude (LAT/LONG) data, and include such information as "over the Atlantic Ocean" in the Circumstances. If the incident occurred in a contingency area, near a specific **Location**, i.e. FOB Eagle, include that in the appropriate data field, as well as the country.

Examples:
Alexandria, VA, United States
Mosul, IZ, FOB Eagle
38 degrees, 23 minutes Latitude; 15 degrees, 29 minutes Longitude; Over Water-checked box.

The **Circumstances** surrounding a casualty incident must be factual, concise and as complete as possible. Include the Who, What, When, Where and Why or How. If the only information you have is circumstantial, include the circumstantial information and clearly indicate where fact ends and supposition begins. Circumstances should also include who pronounced the individual deceased (if applicable), or whether they were transported to a medical facility for treatment.

Do not delay submitting INIT reports to gather more details. Details and additional information can be submitted later on a SUPP report(s) as information becomes available.

Include the names of persons who pronounced a casualty deceased and identified the deceased.

During hostilities, include as much unclassified information as possible about the mission and purpose of the events that led up to the casualty. Include type of protective gear (IBA)

worn and details regarding protective armor level on any vehicle involved which isn't normally armored. For example, HMWWVs will require an armor level; a Stryker will not. Do not change content provided by the DA Form 1156 or other approved incident statements. Provide the name of the field grade officer who reviewed the DA Form 1156 for all deceased, DUSTWUN and EAWUN reports.

Theater units using the Hasty Report in DCIPS-CF must be sure to include Body Armor and Protective Gear worn in the **REMARKS** section of your report, along with vehicle identification and any protective enhancements, position in the vehicle, the name of the person who created the report, and the name, rank and position of the Field Grade Officer reviewing the report prior to sending.

Enter the **Hospital Name, City, State,** and **Country.**

If you're preparing a casualty report for an injured or ill person (VSI, SI, and NSI), you'll need to provide a **Diagnosis**.   Enter the complete diagnosis, to include all injuries and ailments, in non-technical language. Do not use medical abbreviations. The NOK and their family physician extensively scrutinize the information reported. Provide as much complete information as possible, and pay particular attention to proper identification, such as right or left.

Example:
Soldier sustained 2d degree burn to her face, right clavicle fracture, right ankle fracture, and right knee laceration.

Enter the **Date/Time of Death** using the 24-hour clock, local date and time. This may be different from the date and time of the incident. Date and time of death is provided by the medical personnel who pronounced the deceased or the medical examiner. See AR 600-8-1, paragraph 3-19.

For deceased cases, identify whether the casualty **Died in or outside a Military Facility** (military medical facility).   Select from the drop down choices.

Select from the drop down menu to indicate **Body Recovered** and enter the date remains were recovered. Normally, this will be the same day as the death date, except in situations where recovery must be delayed due to mission requirements. This data field applies to ALL bodies recovered, including those recovered from a Medical Treatment Facility (MTF).

Enter the **Cause** (of Death, if applicable), as determined by the attending physician who makes the official pronouncement of death. For theater operations, the official cause of death will be determined by the Armed Forces Medical Examiner (AFME) prior to inclusion on the DD Form 1300 (Report of Casualty). Include information if the person was previously reported as wounded. See **Creating a Status Change (STACH) Report** at page 59.

Example: Cardiac arrest.
Gunshot wound (GSW) to the head. Dies of injuries received on 12 May 2007.

Enter the **Place of Death**. Include the **hospital, city, state** and/or **country** in which the death occurred in the following format: Hospital/Death City/Death State/Death Country. The name of the hospital and city are free-text fields. Death State and Country are selected from the drop down menus.

Example:
WRAMC, Washington, DC, US
4077th MASH, Pusan, Korea

If incident occurred over water, then check the box **"Over Water."** The drop down will allow you to select the body of water over which the incident occurred. You should then put the latitude/longitude references in the Remarks section.

The **Remarks** data field is a free-text field. You need to include who prepared the casualty report, the name and grade of the field grade reviewer (if reporting a contingency casualty), any information on the potential of friendly fire if suspected, whether or not the casualty was continuously hospitalized, and any other information regarding the casualty that does not fit elsewhere in the data fields. The information from the **Remarks** data field is automatically transferred to the **Journal** to complete the record when the report is loaded into DCIPS-CM. Anytime you make an entry in a "Remarks" section, be sure to end your comments with a slash ("/") and your name. This will enable CMAOC to have the option to contact you if they have any questions regarding your remarks.

Hasty Reports are submitted the same way full reports are submitted.

Creating a Casualty Report using the Multiple Casualty Incident option

Select the **Multiple Casualty Incident** option on the **Main Menu**.

Multiple Casualty ID will be automatically populated by the system.

In the data field **Multiple Casualty Code**, create a code for this casualty incident using the following format:

The first two digits are the abbreviation for the state or country in which the casualty occurred.

The third and fourth digits are the last two numbers of the fiscal year in which the casualty occurred.

The last four digits are the number from the casualty report log your unit is probably using, should be using, to track the reports that have been sent.

So your final Multiple Casualty Code might look like this: IZ080247. This code is for local use only. Once you send the report to DCIPS-CR, the system assigns its own unique code. Therefore, the **Multiple Casualty Description** that you will create next is vitally important. The system will key on this description to correlate all personnel involved in a single incident.

Once you have created a Multiple Casualty Code, you need to create a **Multiple Casualty Description**, using the following format:

Select a short descriptive for the incident, i.e., MVA for motor vehicle accident, IED for improvised explosive devise, or FF for friendly fire incident. It should only be 3 or four letters long.

Now enter the location of the incident: Arlington, VA; Mosul, IZ

Next enter the date/time group the incident took place: 2008MA17 14:37. It is important to include the time of the incident as several incidents of the same nature may take place on the same day. The time will help differentiate between multiple like incidents.

Following this format, your Multiple Casualty Description will read: MVA, Arlington, VA, 2008MA17 14:37.

Casualty Type is to characterize the casualty incident as hostile, non-hostile or pending. A casualty incident is characterized as hostile if the incident involved circumstances of terrorism or combat or relating thereto, characterized as "in action" as a combat mission or friendly fire. See Hostile definition in AR 600-8-1, Glossary.

A non-hostile incident would involve circumstances not directly attributable to hostile action or terrorist activity. Casualties caused by the elements, self-inflicted wounds, and combat fatigue are non-hostile casualties.

A casualty incident would be characterized as "Pending" when 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. When the circumstances surrounding the incident are unclear, use Pending.

Select the applicable **Service** from the drop down. This will almost always be "United States Army." Use of a code other than Army must be coordinated with CMAOC.

Military Unit of Assignment must be completed if all the casualties in this single incident belong to the same unit/organization. Enter the organization down to company level, if applicable. Include the installation name, state, and zip code. The Unit of Assignment should include at least 3 levels of command.

If the casualty you are reporting involved a vehicle, you must report the **Vehicle Group, Vehicle Type, Vehicle Armor Level** and **Vehicle Owner**.

The Vehicle Group would be HMMWV or Bus, for example.
Type of Vehicle would be M1114 Truck Utility Up-armored Armament Carrier 4X4 W/E
Armor Level applies to certain vehicles only and will not be available for normally armored vehicles such as a tank.

You can select the Vehicle Ownership from the drop down menus.

The **Date/Time of Incident** must be entered using the local date and time (24-hour clock) at the place of the incident. Use this format: dd-mmm-yyyy hhmm.

The place of Incident may include several data fields: **Incident City, Incident State, Incident Country.**

If the incident occurred near a recognized City/Town, enter the City/Town, State if applicable and the Country. If the incident occurred in an unchartered region, then use the State or Country and in the **Remarks** provide the nearest Grid Coordinates to where the incident took place. If over water, check the box for **Over Water.**   The drop down will allow you to select the body of water over which the incident occurred. You should then provide latitude and longitude data in the **Remarks** section. If in the air, in the **Remarks** provide LAT/LONG latitude and longitude data, and include such information as "over the Atlantic Ocean" in the Circumstances. If the incident occurred in a contingency area, near a specific **Location**, i.e. FOB Eagle, include that in the appropriate data field, as well as the country.

Examples:
Alexandria, VA, United States
Mosul, IZ, FOB Eagle
38 degrees, 23 minutes Latitude; 15 degrees, 29 minutes Longitude. If the incident occurred over a body of water, check the **Over Water** box.

Click on the **SAVE** button and continue to the **Incident (Cont) Tab**.

The **Circumstances** surrounding a casualty incident must be factual, concise and as complete as possible. Include the Who, What, When, Where and Why or How. If the only information you have is circumstantial, include the circumstantial information and clearly indicate where fact ends and supposition begins. Circumstances should also include who pronounced the individual deceased (if applicable), or whether they were transported to a medical facility for treatment.

Do not delay submitting INIT reports to gather more details. Details and additional information can be submitted later on a SUPP report(s) as information becomes available.

During hostilities, include as much unclassified information as possible about the mission and purpose of the events that led up to the casualty. Include type of protective gear (IBA) worn and details regarding protective armor level on any vehicle involved which isn't normally armored. For example, HMWWVs will require an armor level; a Stryker will not. Do not change content provided by the DA Form 1156 or other approved incident statements. Provide the name of the field grade officer who authenticated the DA Form 1156 for all deceased, DUSTWUN and EAWUN reports.

If the Casualty Type was Hostile, then you need to select from the **Inflicting Force** drop down to indicate what type of force inflicted the casualty. Select from the drop down menu.

Example:
AMIGO (Allied Forces)
ENEMY (Enemy Forces)
BUDDY (US Forces)
UNKNOWN

Enter the **Cause** (of Death, if applicable), as determined by the attending physician who makes the official pronouncement of death. Include information if the person was previously reported as wounded. See Creating a Status Change (STACH) Report at page 51.

Example: Cardiac arrest.
Gunshot wound (GSW) to the head. Dies of injuries received on 12 May 2007.

The **Remarks** data field is a free-text field. You need to include who prepared the casualty report, the name and grade of the field grade reviewer (if reporting a contingency casualty), any information on the potential of friendly fire if suspected, whether or not the casualty was continuously hospitalized, and any other information regarding the casualty that does not fit elsewhere in the data fields.

Anytime you make an entry in a "Remarks" section, be sure to end your comments with a slash ("/") and your name. This will enable CMAOC to have the option to contact you if they have any questions regarding your remarks. This does not apply to Journal entries, as the system automatically adds your name to the screen.

Clicking the **SAVE** button will take you to the **Individual Listing** Tab. Select **New (Full)**. This will take you to the **Casualty Tab**.

Select the **Field Report Type** from the drop down menu. If you are preparing a SUPP, PROG or STACH report, you will need to select the appropriate Field Report Type AFTER replicating the last report that was received into the system. For example, if you already have an INIT and you are preparing a SUPP, you'll need to replicate the INIT, and then select SUPP from the drop down.

Under **Field Report Number**, use the next number in the sequence established at the CAC. Each CAC submitting reports to CMAOC must establish, on a fiscal-year basis, a sequential

numbering system for INIT, SUPP, STACH, and PROG reports. Use the following format: Y-9999-XX99. The Y = the digit(s) for the fiscal year, e.g., 7 for 2007; 9999 = this is the casualty report sequence number; XX = (SU)PP, (ST)ACH, or (PR)OG; and the last two digits represent the sequential number for each type of report.

Example: 7-0007 – Initial report number
             7-0007SU01 – supplemental report number 01 to report 7-0007
             7-0007PR02 – progress report number 02 to report 7-0007.

Casualty Type is to characterize the casualty incident as hostile, non-hostile or pending. A casualty incident is characterized as hostile if the incident involved 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.

A non-hostile incident would involve circumstances not directly attributable to hostile action or terrorist activity. Casualties caused by the elements, self-inflicted wounds, and combat fatigue are non-hostile casualties.

A casualty incident would be characterized as "Pending" when 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. When the circumstances surrounding the incident are unclear, use Pending. If you suspect friendly fire, use Pending until an official determination is made. A SUPP will be required once the determination is final.

Each casualty report must have a **Casualty Status.** From the drop down menu, choose either Deceased, DUSTWUN, injured or ill. The drop down menu options will change based on the Casualty Type that you selected above. If you selected Non-Hostile as the Casualty Type, you will not get Missing in Action (MIA) as an option in the drop down for the Casualty Status. You will get Accident as one of the options. Under Hostile, you'll see Killed in Action; but not under Hostile.

Once you've entered the Casualty Type and the Casualty Status, you'll need to select a **Casualty Category**. Each of the Casualty Category drop downs are based on the selections you made under Casualty Type and Casualty Status.

For example, you selected Hostile as the Casualty Type, then Deceased as the Casualty Status. The drop down will afford you the opportunity to select Deceased or perhaps Missing

as the Casualty Category. If you had selected Non-hostile as the Incident/Casualty Type, then Deceased as the Casualty Status, you'll have the option to select Accident as the Casualty Category.

Select the **Multiple Casualty Code** that you created earlier from the drop down menu.

Enter the **Social Security Number** of the casualty you are reporting.

Every casualty needs to have a **Last Name, First Name**, **Middle Name** (initial or leave blank if the individual has no middle name) and **Suffix** (if applicable). Do NOT use "NMN" or "UNK") and whether or not they are a Jr., Sr., III, IV, etc. Be sure to spell the names correctly. This information will be used to draft Presidential and/or Congressional, and other correspondence that will be sent to the Family. At this point, if you know the casualty has a nickname or common name, you should include that information in the Remarks section of the casualty report.

The **Personnel Type** is the component the casualty belongs to, or they may be a civilian. Select the applicable choice from the drop down. Contractors would be included under Civilians, as would personnel belonging to the Red Cross, media, and/or non-government organizations for which the Army has reporting responsibility.

Personnel Affiliation is determined based on the selection you made for Personnel Type. An example: If you selected Regular, you won't have the option to select Retired or Not Active Duty as a Personnel Affiliation. If you selected Reserve as the Personnel Type, you could select Not Active Duty or Ret/Sep as the Affiliation.

Each casualty report must have a **Personnel Category**. As with Personnel Affiliation, Personnel Category is directly related to the choices previously made under the previous data field.

Example: Personnel Type/Component = Regular
             Personnel Affiliation = Active Duty
             Personnel Category = Obligated/Voluntary Service or Selected Service.

The appropriate **Service** will automatically populate based on the data you provide on the first Incident Tab.

Casualty reports for military personnel must have a **Military Rank**. Select the appropriate Military Rank for the casualty you are reporting.

Military Unit of Assignment must be completed. Enter the person's organization down to company level, if applicable. Include the installation name, state, and zip code. The Unit of Assignment should include at least 3 levels of command.

Example: CO A, 1st BN, 8th INF, 3rd BCT (101st AA), Fort Carson, CO XXXXX-XXXX.

Enter the **Military UIC** for the unit of assignment or attachment at the time of the incident requiring a casualty report.

In Support of Other Service. Identify the other service supported if the casualty you are reporting was attached to another service, i.e., attached to the 1st MEF. You would enter United States Marine Corps.

The **Date/Time of Incident** must be entered using the local date and time (24-hour clock) at the place of the incident. Use this format: dd-mmm-yyyy hhmm.

The **Circumstances** will be automatically filled from the data you entered earlier about the incident.

Now you need to **Save** the data you just inserted. As soon as you Save the data, the Mulitple Casualty Incident Code at top of the screen will populate. You will use this Code again later.

Click on the **SAVE** button and go to the **Incident Tab**.

Select the appropriate **War Conflict** at the time of the incident from the drop down menu.

Examples:
War on Terrorism – when the incident occurs in an area of contingency operations.
Vietnam War

Select the appropriate **Ops Incident,** if applicable, where the incident occurred. This is related to the Contingency Operation at the time of the incident.

Examples:
Operation Iraqi Freedom

Operation Enduring Freedom, Afghanistan

The next data field would be the **Event** type, not the injuries/illness the person sustained.

Example:
Enemy Ambush/Attack
Friendly Fire
Explosion and IED

The place of Incident may include several data fields: **Incident City, Incident State, Incident Country.**

If the incident occurred near a recognized City/Town, enter the City/Town, State if applicable and the Country. If the incident occurred in an unchartered region, then use the State or Country and in the **Remarks** provide the nearest Grid Coordinates to where the incident took place. If over water, check the box for **Over Water.**   The drop down will allow you to select the body of water over which the incident occurred. You should then provide latitude and longitude data in the **Remarks** section. If in the air, in the **Remarks** provide LAT/LONG latitude and longitude data, and include such information as "over the Atlantic Ocean" in the Circumstances. If the incident occurred in a contingency area, near a specific **Location**, i.e. FOB Eagle, include that in the appropriate data field, as well as the country.

Examples:
Alexandria, VA, United States
Mosul, IZ, FOB Eagle
38 degrees, 23 minutes Latitude; 15 degrees, 29 minutes Longitude; Over Water-checked box

If the casualty you are reporting involved a vehicle, you must report the **Vehicle Group, Type of Vehicle, Armor Level, Vehicle Owner** and **Position in the Vehicle**, if known. When using DCIPS-CF, provide this information in the Remarks section of the report.

The Vehicle Group would be HMMWV or Bus, for example.
Type of Vehicle would be M1114 Truck Utility Up-armored Armament Carrier 4X4 W/E
Armor Level applies to certain vehicles only and will not be available for normally armored vehicles such as a tank.

You can select the **Vehicle Ownership** and the **Position** in the Vehicle from the drop down menus.

Investigation Required refers to all investigations conducted concerning the circumstances of a casualty incident. For example, a non-hostile fatal accident requires an AR 15-6 collateral investigation. All hostile, training, and accidental deaths require investigation. Select the applicable entry from the drop down menu. If you become aware of an additional investigation, provide that information to CMAOC via a SUPP report.

Enter type(s) of investigation(s) in Remarks. When investigation(s) are complete, submit a SUPP report including updates on date/time of incident, place of incident, circumstances, and inflicting force. By law, NOK must be informed of any death investigations initiated by DoD and provided a redacted copy of the completed report upon request. Therefore, it is essential to report all death investigations that are initiated and to write SUPP reports when the investigations are completed.

Indicate whether the incident was **TRNG/Duty Related**, by selecting from the drop down menu. This will indicate the incident occurred during a training exercise or duty-related work. Injuries sustained from a vehicle accident while on vacation are not duty related. Not available in DCIPS-CF.

Select the person's **Duty Status** at the time of the incident from the drop down menu. If applicable, enter also the start and end date of the duty status. Enter the date this particular duty status started, and the date the duty status ended.

If you're preparing a casualty report for an injured or ill person (VSI, SI, and NSI), you'll need to provide a **Diagnosis**.   Enter the complete diagnosis, to include all injuries and ailments, in non-technical language. Do not use medical abbreviations. The NOK and their family physician extensively scrutinize the information reported. Provide as much complete information as possible, and pay particular attention to proper identification, such as right or left.

Example:
Soldier sustained 2d degree burn to her face, right clavicle fracture, right ankle fracture, and right knee laceration.

If you are reporting a death, the Diagnosis block will be grayed out. Instead of a diagnosis, enter the **Cause of Death**.

Enter the **Date/Time of Death** using the 24-hour clock, local date and time. This may be different from the date and time of the incident. Date and time of death is provided by the physician who pronounced the deceased or the medical examiner. See AR 600-8-1, paragraph 4-8.

Enter the **Place of Death**. Include the **city, state** and/or **country** in which the death occurred in the following format: Death City/Death State/Death Country. The name of the hospital and city are free-text fields. Death State and Country are selected from the drop down menus.

Example:
WRAMC, Washington, DC, US
4077th MASH, Pusan, Korea

Select from the drop down menu to indicate **Body Recovered** and enter the date remains were recovered. This data field applies to ALL bodies recovered, including those recovered from a MTF.

If incident occurred over water, then check the box "**Over Water**." The drop down will allow you to select the body of water over which the incident occurred. You should then put the latitude/longitude references in the Remarks section.

For deceased cases, identify whether the casualty **Died in or outside a Military Facility** (military medical facility).   Select from the drop down choices.

For deceased cases, identify whether or not the casualty was **Continuously Hospitalized** from the time of his/her injury/illness until the time of death. Select Yes or No from the drop down.

Now you need to select the **Save** block at the bottom before you move to the **Personnel Information Tab**.

Enter the **Preparation and Review Date of the DD Form 93**. Enter the date the Record of Emergency Data was last prepared and the date it was last reviewed. If there is no review date, enter the preparation date as the review date. Use the format yyyy/mm/dd.

Enter the date the Soldier's SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate) or **SGLI** was last prepared or reviewed. Use this format: yyyy/mm/dd.

Enter the **Birth Date, Birth City, Birth State and Birth Country**, along with the **Citizenship** of the casualty you are reporting.

Select the **Sex**, **Race, Ethnicity, and Religious Preference** of the individual you are reporting from the drop down options.

Enter the Soldier's **Duty Military Occupational Specialty (DMOS).** This is free-form text field. Use 5 characters in all cases (enlisted, warrant officer, and officer). The last character is a letter, not a number.

Examples:
Enlisted – 42A4O
Warrant – 150AO
Officer – 13A0O

Enter the Soldier's **Primary Military Occupational Specialty (PMOS).**   This is a free-form text field. Use 5 characters in all cases (enlisted, warrant officer, and officer). The last character is a letter, not a number.

Examples:
Enlisted - 42A4O
Warrant - 150AO
Officer – 13A0O

Enter the **Pay Entry Basic Date (PEBD)** and **Basic Active Service Date (BASD)** for all military casualties. Military records information not necessarily available in a theater of operation. This information is provided by the Home Station CAC or the record briefs from eMILPO. These dates are not always the same if the Soldier had a break in service or has no prior active service. BASD for Reserve and national Guard Soldiers will be the date on which they entered Basic Training. Use this format: yyyy/mm/dd.

Enter the Soldier's **Home of Record (HOR)** in the following format: Home City (a free-text field), Home State (from the drop down menu), and Country (from the drop down menu). Provide only the information available; all fields will not always be filled.

Examples:
Baltimore, Maryland, United States
St. Petersburg, Russia

If your casualty is a civilian, you'll need to select the **Civilian Employer Type, Civilian Pay Table** and **Civilian Pay Grade** from the drop down menus. Civilian Pay Grade may not apply to contractors.

Enter the **Civilian Contract Agency**. Enter the name of the government agency or civilian employer, if a contractor.

Example:
AAFES, Karlsruhe, GM
Aerospace Technology, Inc., Dallas, TX
KBR, 120 Wall Street, New York, NY
DynCorp, 5021 Wise Street, Baltimore, MD

Enter the name of the **Civilian Organization** in the free text field.

Example:
Doctors without Borders
American Red Cross

Click on the **Save** button, and go to the **Secondary** tab.

The **Training Type (ANG/USAR)** data field is for Reserve and National Guard Soldiers performing duty other than recall/mobilized or AGR. Select the Soldier's Training Type at the time of the incident (i.e., ADT ADSW, IDT) from the drop down menu. The end date should reflect the full period of duty for which there is an order, as the date of the casualty must fall within the training dates to be reportable.

Example: AT 2005-DE-20   2006-JA-07

Enter the Soldier's **Retirement/Separation Date.** This is the date the Soldier either retired from the Service or separated from the Service. Use this format: yyyy/mm/dd.

Identify the **TDRL/PDRL** list the person being reported was on. Enter the date the Soldier was placed on **TDRL/PDRL,** the **percentage**, the **TDRL/PDRL Date.**

Example:
TDRL/100/2004/OC/12
PDRL/50/2005/JA/25

You need to determine whether or not your casualty has been recommended for promotion to the next higher grade. Recommendation for administrative advancement/promotion to E2-E4, WO2, or 1LT, will come from the local unit of assignment. If the casualty is an E-4 or above, WO2 or above, 1LT or above, then you need to check the current promotion standing list data on the ERB/ORB or eMILPO. If the person is on the current promotion standing list or recommended locally by the unit commander, then you need to enter the **Date recommended/selected for promotion**. Use the format: yyyy/mm/dd.

Select the **Rank to which recommended**; whether or not the casualty ever held a higher grade than they currently held. If yes, then enter higher grade held in the **Held higher grade** date field, and provide the **dates the higher grade held from and to.** Use the format yyyy/mm/dd to yyyy/mm/dd.

In the data field marked **DG Remarks**, enter to whom the Death Gratuity should be paid and any other information necessary. If you are not sure who the recipient should be, enter "DFAS Determination." This is a free-text field.

Example: Pay Soldier's spouse. Use "DFAS determination" for minor children or other uncertain payees.

The **Remarks** block will be automatically filled from the first screen where you entred this information. The information from the **Remarks** data field is automatically transferred to the **Journal** to complete the record when the report is loaded into DCIPS-CM.

Do not enter anything in the **Closed Date** block.

Again, you need to **Save** before clicking on **Close**.

To add the next casualty involved in this Multiple Casualty Incident, click on **New** at the top, and repeat the same process of adding information specific to the next individual you wish to

report. Continue adding individuals in this manner until all of the individuals involved in this single incident have been added.

Go to the **Casualty Main Listing** and look for the reports you have created. Please note that this process of merging information from both locations for the Multiple Casualty Reports may take a few minutes.

Once the reports show up on the **Casualty Main Listing**, you can select each one, review it and make any necessary changes before submitting it to CMAOC.

Creating a Casualty Report in CF (using the Casualty Main Listing)

From the Main Menu, select the Casualty Main Listing, and click on the **New** button.
Select the **Field Report Type** from the drop down menu. If you are preparing a SUPP,
PROG or STACH report, you will need to select the appropriate Field Report Type AFTER
replicating the last report that was received into the system. For example, if you already have
an INIT and you are preparing a SUPP, you'll need to replicate the INIT, and then select
SUPP from the drop down.

Under **Field Report Number**, use the next number in the sequence established at the CAC.
Each CAC submitting reports to CMAOC must establish, on a fiscal-year basis, a sequential
numbering system for INIT, SUPP, STACH, and PROG reports. Use the following format: Y-
9999-XX99. The Y = the digit(s) for the fiscal year, e.g., 7 for 2007; 9999 = this is the
casualty report sequence number; XX = (SU)PP, (ST)ACH, or (PR)OG; and the last two digits
represent the sequential number for each type of report.

Example: 7-0007 – Initial report number
            7-0007SU01 – supplemental report number 01 to report 7-0007
            7-0007PR02 – progress report number 02 to report 7-0007.

Casualty Type is to characterize the casualty incident as hostile, non-hostile or pending. A
casualty incident is characterized as hostile if the incident involved circumstances of terrorism
or combat or relating thereto, characterized as "in action" as a combat mission or friendly fire.
See Hostile definition in AR 600-8-1, Glossary.

A non-hostile incident would involve circumstances not directly attributable to hostile action or
terrorist activity. Casualties caused by the elements, self-inflicted wounds, and combat
fatigue are non-hostile casualties.

A casualty incident would be characterized as "Pending" when 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. When the circumstances
surrounding the incident are unclear, use Pending.

Each casualty report must have a **Casualty Status.** From the drop down menu, choose
either Deceased, DUSTWUN, injured or ill. The drop down menu options will change based
on the Casualty Type that you selected above. If you selected Non-Hostile as the Casualty

Type, you will not get Missing in Action (MIA) as an option in the drop down for the Casualty Status. You will get Accident as one of the options. Under Hostile, you'll see Killed in Action; but not under Hostile.

You also need to enter an effective date pertaining to the Casualty Status. (Not available in DCIPS-CF.) An individual may go from Very Seriously Ill/Injured (VSI) to Seriously Ill/Injured (SI), or from VSI to Deceased. Change the effective date. The History feature in DCIPS will track these changes for historical reference.

Once you've entered the Casualty Type and the Casualty Status, you'll need to select a **Casualty Category**. Each of the Casualty Category drop downs are based on the selections you made under Casualty Type and Casualty Status.

For example, you selected Hostile as the Casualty Type, then Deceased as the Casualty Status. The drop down will afford you the opportunity to select Deceased or perhaps Missing as the Casualty Category. If you had selected Non-hostile as the Casualty Type, then Deceased as the Casualty Status, you'll have the option to select Accident as the Casualty Category.

You'll need to fill in **Previous Casualty Status** only if you are creating other than an INIT report.

The **Multi Casualty Code** cannot be used with this Report.

Enter the **Social Security Number** of the casualty you are reporting.

Every casualty needs to have a **Last Name, First Name**, **Middle Name** (initial or leave blank if the individual has no middle name. Do NOT use "NMN" or "UNK") and **Suffix** (whether or not they are a Jr., Sr., III, IV, etc.) Be sure to spell the names correctly. This information will be used to draft Presidential and/or Congressional, and other correspondence that will be sent to the Family. At this point, if you know the casualty has a nickname or common name, you should include that information in the Remarks section of the casualty report.

The **Personnel Type** is the component the casualty belongs to, or they may be a civilian. Select the applicable choice from the drop down. Contractors would be included under Civilians, as would personnel belonging to the Red Cross, media, and/or non-government organizations for which the Army has reporting responsibility.

Personnel Affiliation is determined based on the selection you made for Personnel Type/ Component. An example: If you selected Regular, you won't have the option to select Retired or Not Active Duty as a Personnel Affiliation. If you selected Reserve as the Personnel Type/Component, you could select Not Active Duty or Ret/Sep as the Affiliation.

Each casualty report must have a **Personnel Category**. As with Personnel Affiliation, Personnel Category is directly related to the choices previously made under the previous data field.

Example: Personnel Type/Component = Regular
             Personnel Affiliation = Active Duty
             Personnel Category = Obligated/Voluntary Service or Selected Service.

Select the applicable **Service** from the drop down. This will almost always be "United States Army." Use of a code other than Army must be coordinated with CMAOC.

Casualty reports for military personnel must have a **Rank**. Based on the date of the incident, the DCIPS-CF and DCIPS-CR drop downs may contain historical grades for prior conflicts. Select the appropriate Rank for the casualty you are reporting.

Military Unit of Assignment must be completed if all the casualties in this single incident belong to the same unit/organization. Enter the organization down to company level, if applicable. Include the installation name, state, and zip code. The Unit of Assignment should include at least 3 levels of command.

Enter the **Military UIC** for the unit of assignment or attachment at the time of the incident requiring a casualty report.

In Support of Other Service. Identify the other service supported if the casualty you are reporting was attached to another service, i.e., attached to the 1st MEF. You would enter United States Marine Corps.

The **Date/Time of Incident** must be entered using the local date and time (24-hour clock) at the place of the incident. Use this format: dd-mmm-yyyy hhmm.

The **Circumstances** surrounding a casualty incident must be factual, concise and as complete as possible. Include the Who, What, When, Where and Why or How. If the only information you have is circumstantial, include the circumstantial information and clearly

indicate where fact ends and supposition begins. Circumstances should also include who pronounced the individual deceased (if applicable), or whether they were transported to a medical facility for treatment.

Do not delay submitting INIT reports to gather more details. Details and additional information can be submitted later on a SUPP report(s) as information becomes available.

During hostilities, include as much unclassified information as possible about the mission and purpose of the events that led up to the casualty. Include type of protective gear (IBA) worn and details regarding protective armor level on any vehicle involved which isn't normally armored. For example, HMWWVs will require an armor level; a Stryker will not. Do not change content provided by the DA Form 1156 or other approved incident statements. Provide the name of the field grade officer who authenticated the DA Form 1156 for all deceased, DUSTWUN and EAWUN reports.

Now you need to **Save** the data you just inserted. As soon as you Save the data, the Mulitple Casualty Incident Code at top of the screen will populate. You will use this Code again later.

Click on the **SAVE** button and go to the **Incident Tab**.

Select the appropriate **War Conflict** at the time of the incident from the drop down menu.

Examples:
War on Terrorism – when the incident occurs in an area of contingency operations.
Vietnam War

Select the appropriate **Ops Incident,** if applicable, where the incident occurred. This is related to the Contingency Operation at the time of the incident.

Examples:
Operation Iraqi Freedom
Operation Enduring Freedom, Afghanistan

The next data field would be the **Event** type, not the injuries/illness the person sustained.

Example:
Enemy Ambush/Attack
Friendly Fire

Explosion and IED

The place of Incident may include several data fields: **Incident City, Incident State, Incident Country.**

If the incident occurred near a recognized City/Town, enter the City/Town, State if applicable and the Country. If the incident occurred in an unchartered region, then use the State or Country and in the **Remarks** provide the nearest Grid Coordinates to where the incident took place. If over water, check the box for **Over Water.** The drop down will allow you to select the body of water over which the incident occurred. You should then provide latitude and longitude data in the **Remarks** section. If in the air, in the **Remarks** provide LAT/LONG latitude and longitude data, and include such information as "over the Atlantic Ocean" in the Circumstances. If the incident occurred in a contingency area, near a specific **Location**, i.e. FOB Eagle, include that in the appropriate data field, as well as the country.

Examples:
Alexandria, VA, United States
Mosul, IZ, FOB Eagle
38 degrees, 23 minutes Latitude; 15 degrees, 29 minutes Longitude; Over Water-checked box

If the casualty you are reporting involved a vehicle, you must report the **Vehicle Group, Type of Vehicle, Armor Level, Vehicle Owner** and **Position in the Vehicle**, if known. When using DCIPS-CF, provide this information in the Remarks section of the report.

The Vehicle Group would be HMMWV or Bus, for example.
Type of Vehicle would be M1114 Truck Utility Up-armored Armament Carrier 4X4 W/E
Armor Level applies to certain vehicles only and will not be available for normally armored vehicles such as a tank.

You can select the **Vehicle Ownership** and the **Position** in the Vehicle from the drop down menus.

Investigation Required refers to all investigations conducted concerning the circumstances of a casualty incident. For example, a non-hostile fatal accident requires an AR 15-6 collateral investigation. All hostile, training, and accidental deaths require investigation. Select the applicable entry from the drop down menu. If you become aware of an additional investigation, provide that information to CMAOC via a SUPP report.

Enter type(s) of investigation(s) in Remarks. When investigation(s) are complete, submit a SUPP report including updates on date/time of incident, place of incident, circumstances, and inflicting force. By law, NOK must be informed of any death investigations initiated by DoD and provided a redacted copy of the completed report upon request. Therefore, it is essential to report all death investigations that are initiated and to write SUPP reports when the investigations are completed.

Indicate whether the incident was **TRNG/Duty Related**, by selecting from the drop down menu. This will indicate the incident occurred during a training exercise or duty-related work. Injuries sustained from a vehicle accident while on vacation are not duty related. Not available in DCIPS-CF.

Select the person's **Duty Status** at the time of the incident from the drop down menu. If applicable, enter also the start and end date of the duty status. Enter the date this particular duty status started, and the date the duty status ended.

If you're preparing a casualty report for an injured or ill person (VSI, SI, and NSI), you'll need to provide a **Diagnosis**.   Enter the complete diagnosis, to include all injuries and ailments, in non-technical language. Do not use medical abbreviations. The NOK and their family physician extensively scrutinize the information reported. Provide as much complete information as possible, and pay particular attention to proper identification, such as right or left.

Example:
Soldier sustained 2d degree burn to her face, right clavicle fracture, right ankle fracture, and right knee laceration.

If you are reporting a death, the Diagnosis block will be grayed out. Instead of a diagnosis, enter the **Cause of Death**.

Enter the **Date/Time of Death** using the 24-hour clock, local date and time. This may be different from the date and time of the incident. Date and time of death is provided by the physician who pronounced the deceased or the medical examiner. See AR 600-8-1, paragraph 4-8.

Enter the **Place of Death City, Place of Death State** and/or **Place of Death Country** in which the death occurred in the following format: Death City/Death State/Death Country.

The name of the hospital and city are free-text fields. Death State and Country are selected from the drop down menus.

Example:
WRAMC, Washington, DC, US
4077th MASH, Pusan, Korea

Select from the drop down menu to indicate **Body Recovered** and enter the date remains were recovered. This data field applies to ALL bodies recovered, including those recovered from a MTF.

If incident occurred over water, then check the box "**Over Water**." The drop down will allow you to select the body of water over which the incident occurred. You should then put the latitude/longitude references in the Remarks section.

For deceased cases, identify whether the casualty **Died in or outside a Military Facility** (military medical facility). Select from the drop down choices.

For deceased cases, identify whether or not the casualty was **Continuously Hospitalized** from the time of his/her injury/illness until the time of death. Select Yes or No from the drop down.

Now you need to select the **Save** block at the bottom before you move to the **Personnel Information Tab**.

Enter the **Preparation and Review Date of the DD Form 93**. Enter the date the Record of Emergency Data was last prepared and the date it was last reviewed. If there is no review date, enter the preparation date as the review date. Use the format yyyy/mm/dd.

Enter the date the Soldier's SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate) or **SGLI** was last prepared or reviewed. Use this format: yyyy/mm/dd.

Enter the **Birth Date, Birth City, Birth State** and **Birth Country**, along with the **Citizenship** of the casualty you are reporting.

Select the **Sex**, **Race, Ethnicity, and Religious Preference** of the individual you are reporting from the drop down options.

Enter the Soldier's **Duty Military Occupational Specialty (DMOS).** This is free-form text field. Use 5 characters in all cases (enlisted, warrant officer, and officer). The last character is a letter, not a number.

Examples:
Enlisted – 42A4O
Warrant – 150AO
Officer – 13A0O

Enter the Soldier's **Primary Military Occupational Specialty (PMOS).** This is a free-form text field. Use 5 characters in all cases (enlisted, warrant officer, and officer). The last character is a letter, not a number.

Examples:
Enlisted - 42A4O
Warrant - 150AO
Officer – 13A0O

Enter the **Pay Entry Basic Date (PEBD)** and **Basic Active Service Date (BASD)** for all military casualties. Military records information not necessarily available in a theater of operation. This information is provided by the Home Station CAC or the record briefs from eMILPO. These dates are not always the same if the Soldier had a break in service or has no prior active service. BASD for Reserve and national Guard Soldiers will be the date on which they entered Basic Training. Use this format: yyyy/mm/dd.

Enter the Soldier's **Home of Record (HOR)** in the following format: Home City (a free-text field), Home State (from the drop down menu), and Country (from the drop down menu). Provide only the information available; all fields will not always be filled.

Examples:
Baltimore, Maryland, United States
St. Petersburg, Russia

If your casualty is a civilian, you'll need to select the **Civilian Employer Type, Civilian Pay Table** and **Civilian Pay Grade** from the drop down menus. Civilian Pay Grade may not apply to contractors.

Enter the **Civilian Contract Agency**. Enter the name of the government agency or civilian employer, if a contractor.

Example:
AAFES, Karlsruhe, GM
Aerospace Technology, Inc., Dallas, TX
KBR, 120 Wall Street, New York, NY
DynCorp, 5021 Wise Street, Baltimore, MD

Enter the name of the **Civilian Organization** in the free text field.

Example:
Doctors without Borders
American Red Cross

Click on the **Save** button, and go to the **Secondary** tab.

The **Training Type (ANG/USAR)** data field is for Reserve and National Guard Soldiers performing duty other than recall/mobilized or AGR. Select the Soldier's Training Type at the time of the incident (i.e., ADT ADSW, IDT) from the drop down menu. The end date should reflect the full period of duty for which there is an order, as the date of the casualty must fall within the training dates to be reportable.

Example: AT 2005-DE-20   2006-JA-07

Enter the Soldier's **Retirement/Separation Date.** This is the date the Soldier either retired from the Service or separated from the Service. Use this format: yyyy/mm/dd.

Identify the **TDRL/PDRL** list the person being reported was on. Enter the date the Soldier was placed on **TDRL/PDRL,** the **percentage**, the **TDRL/PDRL Date.**

Example:
TDRL/100/2004/OC/12
PDRL/50/2005/JA/25

You need to determine whether or not your casualty has been recommended for promotion to the next higher grade. Recommendation for administrative advancement/promotion to E2-E4, WO2, or 1LT, will come from the local unit of assignment. If the casualty is an E-4 or

above, WO2 or above, 1LT or above, then you need to check the current promotion standing list data on the ERB/ORB or eMILPO. If the person is on the current promotion standing list or recommended locally by the unit commander, then you need to enter the **Date recommended/selected for promotion**. Use the format: yyyy/mm/dd.

Select the **Rank to which recommended**; whether or not the casualty ever held a higher grade than they currently held. If yes, then enter higher grade held in the **Held higher grade** date field, and provide the **dates the higher grade held from and to.** Use the format yyyy/mm/dd to yyyy/mm/dd.

In the data field marked **DG Remarks**, enter to whom the Death Gratuity should be paid and any other information necessary. If you are not sure who the recipient should be, enter "DFAS Determination." This is a free-text field.

Example: Pay Soldier's spouse. Use "DFAS determination" for minor children or other uncertain payees.

The **Remarks** block will be automatically filled from the first screen where you entered this information. The information from the **Remarks** data field is automatically transferred to the **Journal** to complete the record when the report is loaded into DCIPS-CM.

Do not enter anything in the **Closed Date** block. Click on **Save**.

The **Body Armor Tab** is used to identify various types of protective gear worn by contingency troops. This data is not typically required for non-contingency reports.

If the casualty you're reporting occurred in a contingency area of operations, then you need to provide information on **Body Armor** using the Body Armor Tab. Select the option(s) from the various drop down menus that describe the protective vest, helmet, attachments and eye protection worn by the casualty at the time of the incident. When you are finished adding information about the Body Armor, click on **Save**.

Example:
Vest: OTV DAP, SAPI
ACH: Advanced Combat Helmet
VBS 450 Visor with neck Guard
UVE UVEX XC

To enter the awards for a deceased service member, select the **Awards Tab**. Click on the **Service** dropdown and select the applicable Service for the individual you are reporting on. Now select the **Category**, i.e. awards, devices, badges, unit awards, etc. Now you need to select each of the applicable awards and individually add them to the list in the Awards Information block. Once you've completed the awards, go back and select the badges, then the devices, etc. until you have captured everything you need to for a complete and accurate list of awards. Be sure to indicate whether an award is pending, or was awarded posthumously. When you have listed all applicable awards, click on **Save.**

Sending DCIPS-CF Casualty Reports

Go to the **Casualty Main Listing**, and select the report you wish to send. Click on **Email (Outlook)**.

The full casualty report will show up in the form of an email message.

DO NOT MAKE CHANGES TO THE TEXT OF THE CASUALTY REPORT WHILE IN THIS EMAIL. THE CHANGES WILL NOT PROCESS. IF YOU NEED TO EDIT THE REPORT AT THIS POINT, GO BACK AND EDIT THE REPORT YOU WANT TO CHANGE, USING THE EDIT FEATURE.

Enter the email addresses for the casualty report recipients that need to receive this report. See Appendix A for a complete listing of who is to receive each type of report and **Send**. Be sure to include those individuals mandated by local command channels.

Contingency reporting units using DCIPS-CF will need to save the casualty report to a local file using the **Export** feature and email the reports to the Contingency CAC. The Contingency CAC will receive the reports in via email, save them to a local file and then **Import** the files to DCIPS-CR for forwarding to CMAOC.

Creating a SUPP (Supplemental) Report in CF

Supplemental or SUPP reports are used to provide additional data not available when the INIT report was prepared, or to change or correct information previously submitted. Refer to Tables on pages 9-17 for a complete listing of required fields.

Go to the **Casualty Main Listing**, select the report you want to send a SUPP on by highlighting the report.

In order to create a SUPP report, you first need to **Replicate** the INIT report (or the latest report that was submitted for this same casualty). This will upload the latest information that has been submitted on this casualty. If you don't select the latest report that was submitted, the information you submit on your SUPP will over write current information already in DCIPS-CM with incorrect or out-of-date information. So be sure to use the Replicate button first.

Click the **Replicate** button; the system will create a new report. Now you have the framework to submit your new information or changes. Use the drop down for **Field Report Type** to identify the new report as a SUPP, and create a **Field Report Number** for this SUPP report using the proper format as explained on page 33.

Fill in all of the blue areas on the first screen and the **Remarks** section on the **Secondary Tab** of a full report in order for the system to allow a SUPP report to be submitted. When initiating a SUPP report, fill in the required blue fields and then **ONLY** those other fields where a change is occurring or additional information is being provided. If the system deletes the Circumstances field and there are no changes to that field, enter "No changes." This fulfills the system requirement to have something in that data field, and alerts Case Managers that there are no changes to look for in the Circumstances.

In the **Remarks** section of any SUPP, you should indicate what fields were changed and or where additional information was provided. These **Remarks** are automatically added to the **Bound Journal** in the case file, again alerting Case Managers to look for the changes and additions.

Make changes to the fields where you need to add information or provide additional information. At the bottom of each tab, be sure to **SAVE** before going on to the next tab section, and **SAVE** again before closing.

At this point, you could add information on Awards, Casualty Assistance Officers or Next of Kin. Currently, units down range in theaters of combat operations are using CF for reporting purposes, but these additional tabs are not being used. The additional information is available from sources at Home Station. Be sure to annotate the **Remarks** section to indicate what changes or additions you made.

Go to the **Casualty Main Listing**, find the SUPP report you just created and submit it to CMAOC for processing using the same procedure you used for submission of the INIT report.

Creating a PROG (Progress) Report in CF

Refer to Tables on pages 12-18 for a complete listing of required fields.

For all hospitalized patients, you need to provide **Medical progress report(s)**, or PROGs. The purpose of a PROG is to provide the NOK with updated information on the patient's condition. You cannot submit a PROG until after the INIT has been submitted. Go to the Casualty Main Listing, select the report you want to send a PROG on by highlighting the line. Check to verify that the casualty you selected is in fact the correct one. Some individuals have multiple casualty reports, as they have been unfortunate enough to have been injured multiple times.

In order to create a PROG report, you first need to **Replicate** the INIT report (or the latest report that was submitted for this same casualty). This will upload the latest information that has been submitted on this casualty. If you don't select the latest report that was submitted, the information you submit on your PROG will over write current information with out-of-date information from an older report. So be sure to use the Replicate button first.

Click the **Replicate** button; the system will create a new report and provide you the framework to submit your new information or changes.

Go to the **Progress Report List Tab.**

Enter the **Report Date** using the calendar button to the right of the data field. Be sure to include the time using the 24-hour clock format.

Enter the **Hospital**. Enter the name and location of the hospital or medical care facility where the casualty is hospitalized.

Example:
Johns Hopkins University Hospital, Baltimore, MD
327th CSH, Baghdad, IZ

The **Responsible CAC** is the CAC that is responsible for the geographical area where the casualty is located. If you have a **Liaison**, enter that person's name also.

Select the person's **Casualty Status** from the drop down menu. This Casualty Status is the casualty status of the patient at the time the report is prepared.

Select the code from the drop down menu that best reflects the person's current **Medical Progress**.

In the **Remarks** field, enter a detailed free-text narrative in lay terms, indicating the medical progress (or regress) of the patient, dates placed on or removed from the VSI or SI list, period of hospitalization, plans for additional surgery, evacuation plans, etc. On all VSI reports, include a statement as to whether or not the patient is on life support and the type (such as respirator). Include the name and commercial telephone number of the attending physician, if available. Other information should include the patient's morale; current and anticipated treatments, to include surgical operations (type and whether or not successful); anticipated period of hospitalization; state of consciousness and mental disposition; degree of alertness; whether the patient is ambulatory; and type of diet. Also include a statement regarding whether or not the NOK are at the bedside, or in route to the bedside, or anticipated arrival. The information from the **Remarks** data field is automatically transferred to the **Journal** to complete the record when the report is loaded into DCIPS-CM.

Once you're satisfied with your remarks, that they are accurate and complete, click on the **SAVE** button. Go to the Casualty Main Listing, select your report from the list, and send it to CMAOC and any other entities that are applicable for this report, just as you would for an INIT report or a SUPP report.

At this point, you could add information on Awards, Casualty Assistance Officers or Next of Kin. Currently, units down range in theaters of combat operations are using CF for reporting purposes, but these additional tabs are not being used. The additional information is available from sources at Home Station.

Creating a Status Change (STACH) Report in CF

Refer to Tables on pages 12-18 for a complete listing of required fields.

Upon notification that a significant change has occurred in the previously reported status of a casualty, you'll need to submit a STACH Report. STACH reports are required ONLY for the following status changes:

- When the casualty status changes from any other status to Deceased;
- When the casualty status changes from Missing to Returned to Military Control; or
- When the casualty status changes from DUSTWUN to any other status.

From the Casualty Main Listing, select the latest report that was submitted on the casualty that has had the significant change in status, and select that report by highlighting that line. Now click on the **Replicate** button. Once you have the replicated report, fill in all of the blue areas on the first screen and the **Remarks** section on the **Secondary Tab** of a full report in order for the system to allow a SUPP report to be submitted. When initiating a SUPP report, fill in the required blue fields and then **ONLY** those other fields where a change is occurring or additional information is being provided. If the system deletes the Circumstances field and there are no changes to that field, enter "No changes." This fulfills the system requirement to have something in that data field, and alerts Case Managers that there are no changes to look for in the Circumstances.

Changes in status from SI to NSI or VSI, or VSI to SI, etc. will be reported using a PROG report.

STACH reports are submitted the same way other reports are submitted.

Casualty Reporting using DCIPS-Casualty Reporting (CR)

While most of the requirements are the same, the look of the screens is a little different in CR, and you have more options.

Entering a "Heads Up" Message in DCIPS-CR

Upon receiving information that a casualty has occurred, your first step is to make certain of the facts available. Your second action should be to provide a "Heads Up" to CMAOC. "Heads Up" communication provides additional time to prepare before the clock starts for the four-hour mandatory timeframe to make notification to the PNOK.

Go to the DCIPS Portal, select DCIPS-CM, and go to the **Journal Tab**, click on **Unbound Journal** and put all of the currently known information about the casualty, or casualties, and the incident in an **Unbound Journal** entry. Once you've completed your entry, save it and call CMAOC to advise them that the information is there – that you're making a "Heads Up" notification to them.

It is not necessary to repeat all of the information over the phone, only to advise CMAOC that the Heads Up information in available in the **Unbound Journal. Complete** your phone call and make a second **Unbound Journal** Entry indicating to whom you gave the "Heads Up."

If you should receive additional information about the situation or casualty(ies) before you can complete the casualty report, add that information in the form of another **Unbound Journal** entry, provide another "Heads-Up" to CMAOC, followed by another **Unbound Journal** entry.

Sample Unbound Journal Entries:

First entry:
Received a phone call from the Alexandria Police Department with regard to a motor vehicle accident involving an active duty Soldier from Ft. Belvoir.
Soldier is deceased. (Provide any additional information you may have at this time to include names and status of any other personnel in the vehicle.

PFC Smith, John R, Jr.
XXX-XX-XXXX
Unit
PNOK resides on Ft. Belvoir; SNOK are believed to live in the Cherry Hill, NJ, area.

Second entry:
Contacted CMAOC to pass "Heads Up" on PFC Smith, John R. Spoke with Mrs. Jones.

Once the INIT report is completed and forwarded to CMAOC, the "Resolve" feature in DCIPS will be used to pull the Unbound Journal entries into the Journal to complete the record.

In the event the web portal in not available, or the DCIPS server is down, make "Heads-Up" notifications by telephone to CMAOC.

Creating a New Casualty Report

Refer to Tables on pages 12-18 for a complete listing of required fields.

On the main DCIPS-CR home page, select your "Reporting Unit" from the drop down. Select "**New Casualty**" under **Home**.

Enter the social security number (if you don't know the SSN, use 000-00-0000) and **at least** the first initial of the last and first names of the person for whom you wish to make a casualty report.

Presently, you have two options before starting your new casualty report. You can use ITAPDB to pull in personnel information (if a military casualty) or use DMDC to pull in basic Soldier and NOK information from DEERS.
You do not have the option to pull from both data bases. Recommend you pull from DEERS unless you have all of the confirmed NOK information available to you. While ITAPDB provides some personal information, it will NOT provide any NOK information. The personal information is more readily available from other sources.

Take a look at the table on the following page and see which data base will provide you with the most information that you will need to enter. If a casualty has only one or two NOK, then ITAPDB may be more helpful in terms of data transfer. If the casualty has multiple family members, then using DMDC may save you more time.

Select **DMDC Search** button. If the casualty you're trying to report is in DEERS, the system will advise you that a **Matching DMDC Record was found**, and then provide you with an option to **Select** that file for input into an INIT report. When you click on the **Select** option, there will be a "pop-up" asking if you wish to continue. Click OK.

If your casualty already has a record in DCIPS, the system will advise you that a **Matching DCIPS Case was found** and provide you with a list of reports attributable to that person. Be

sure to check and see if somebody else has already submitted a report on the incident you're working on…or if the report you're getting ready to do should be a SUPP, PROG or STACH report instead of an INIT. If your casualty was injured or took sick several days, weeks, or months ago and has now died, then you'll need to submit a STACH report – not an INIT. Be sure you select the correct incident record to SUPP. Remember, a Soldier may have had several incidents, and several SUPP reports already reported.

DMDC	ITEM	ITAPDB
X	Name	X
X	SSN	X
X	Rank	X
X	Grade	
X	UIC	X
X	Personnel Type	
X	Race Ethnicity	X
X	Sex	X
X	Birth Date	X
X	Birth State	
X	Birth Country	
X	Citizenship (although his was blank)	
X	PMOS	
X	NOK information to include addresses, DOB, etc.	
	BASD/PEBD	X
	Service Component	X
	Military Personnel Class	X
	DMOS	X
	Religious Preference	X

Assuming there are no other reports in the DCIPS system for your casualty, clicking on the **Select** button to the far right on the **DMDC Search** line will provide you with a "pop-up" asking if you wish to continue. Click on the **OK** button. This will start an INIT report, automatically filling such data fields as Name, SSN, DOB, Birth State and Country, and Sex. The system will automatically take you to the **Casualty Tab** to begin your report.

Select the **ITAPDB Search** button. This button is tied to the military personnel database and will pull in selected personnel information on your casualty. If your casualty is in the system, you will be provided an option to **Select** that file and start your new casualty report with selected items of personnel information pre-loaded for you.

Now that you have chosen either the DMDC or ITAPDB data interface, you can fill in the rest of the required data elements for your casualty report. If the casualty is a civilian or a contractor, you will have to enter all of the information manually. However, it is recommended that you do a search first. By completing the search, you may identify a civilian or contractor as a retiree. If identified as a retiree, provide this information in the **Remarks** field.

The **Field Report Type** will be automatically selected if you are starting a new report. If you are preparing a SUPP, PROG or STACH report, you will need to select the appropriate Field Report Type AFTER replicating the last report that was received into the system. For example, if you already have an INIT and you are preparing a SUPP, you'll need to replicate the INIT, and then select SUPP from the drop down.

Under **Field Report Number**, use the next number in the sequence established at the CAC. Each CAC submitting reports to CMAOC must establish, on a fiscal-year basis, a sequential numbering system for INIT, SUPP, STACH, and PROG reports. Use the following format: Y-9999-XX99. The Y = the digit(s) for the fiscal year, e.g., 7 for 2007; 9999 = this is the casualty report sequence number; XX = (SU)PP, (ST)ACH, or (PR)OG; and the last two digits represent the sequential number for each type of report.

Example: 7-0007 – Initial report number
             7-0007SU01 – supplemental report number 01 to report 7-0007
             7-0007PR02 – progress report number 02 to report 7-0007.

Casualty Type is to characterize the casualty incident as hostile, non-hostile or pending. A casualty incident is characterized as hostile if the incident involved circumstances of terrorism or combat or relating thereto, characterized as "in action" as a combat mission or friendly fire. See Hostile definition in AR 600-8-1, Glossary.

A non-hostile incident would involve circumstances not directly attributable to hostile action or terrorist activity. Casualties caused by the elements, self-inflicted wounds, and combat fatigue are non-hostile casualties.

A casualty incident would be characterized as "Pending" when 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. When the circumstances surrounding the incident are unclear, use Pending.

Each casualty report must have a **Casualty Status.** Choose the appropriate Casualty Status from the drop down. The drop down menu options will change based on the Casualty Type that you selected above. If you selected Non-Hostile as the Casualty Type, you will not get Missing in Action (MIA) as an option in the drop down for the Casualty Status. You will get Accident as one of the options. Under Hostile, you'll see Killed in Action; but not under Hostile.

Once you've entered the Casualty Type and the Casualty Status, you'll need to select a **Casualty Category**. Each of the Casualty Category drop downs are based on the selections you made under Casualty Type and Casualty Status.

For example, you selected Hostile as the Incident/Casualty Type, and Deceased as the Casualty Status. The drop down will afford you the opportunity to select Captured or perhaps Missing as the Casualty Category. If you had selected Non-hostile as the Casualty Type, then Deceased as the Casualty Status, you'll have the option to select Accident as the Casualty Category.

Special Category is not currently used by the Army. Leave this blank.

Let's talk about **Special Interest** for a moment. If the injury or death will cause widespread public interest, or involves a widely-known public figure, then you should check the Special Interest box. The Special Interest box will also be checked when and if directed by CMAOC.

Select the applicable **Multiple Casualty Code** from the drop down menu. In order to access the appropriate code from the drop down, you must have created a Multiple Casualty Incident Code using the Multiple Casualty Incident/New Incident Template (in CR) before you start your casualty report.

Social Security Number will be auto filled if you're preparing a report on a military person or dependent. For civilians, enter the SSN if not already populated from data in DEERS.

Every casualty needs to have a **Last Name, First Name**, **Middle Name** (initial or leave blank if the individual has no middle name. Do NOT use "NMN" or "UNK") and **Suffix** (whether or not they are a Jr., Sr., III, IV, etc.) Be sure to spell the names correctly. This information will be used to draft Presidential and/or Congressional, and other correspondence that will be sent to the Family. At this point, if you know the casualty has a nickname or common name, you should include that information in the Remarks section of the casualty report.

The **Personnel Type** is the component the casualty belongs to, or they may be a civilian. Select the applicable choice from the drop down. Contractors would be included under Civilians, as would personnel belonging to the Red Cross, media, and/or non-government organizations for which the Army has reporting responsibility.

Personnel Affiliation is determined based on the selection you made for Personnel Type. An example: If you selected Regular, you won't have the option to select Retired or Not Active Duty as a Personnel Affiliation. If you selected Reserve as the Personnel Type, you could select Not Active Duty or Ret/Sep as the Affiliation.

Each casualty report must have a **Personnel Category**. As with Personnel Affiliation, Personnel Category is directly related to the choices previously made under the previous data field.

Example: Personnel Type = Regular
             Personnel Affiliation = Active Duty
             Personnel Category = Obligated/Voluntary Service or Selected Service.

Select the applicable **Service** from the drop down. This will almost always be "United States Army." Use of a code other than Army must be coordinated with CMAOC.

Casualty reports for military personnel must have a **Military Rank**. Based on the date of the incident, the drop downs may contain historical grades for prior conflicts. Select the appropriate Rank for the casualty you are reporting.

Military Unit of Assignment must be completed. Enter the person's organization down to company level, if applicable. Include the installation name, state, and zip code. The Unit of Assignment should include at least 3 levels of command.

Example: CO A, 1st BN, 8th INF, 3rd BCT (101st AA), Fort Carson, CO XXXXX-XXXX.

Enter the **Military UIC** for the unit of assignment or attachment at the time of the incident requiring a casualty report.

In Support of Other Service. Identify the other service supported if the casualty you are reporting was attached to another service, i.e., attached to the 1st MEF. You would enter United States Marine Corps.

The **Date/Time of Incident** must be entered using the local date and time (24-hour clock) at the place of the incident. Use this format: dd-mmm-yyyy hhmm.

The **Circumstances** surrounding a casualty incident must be factual, concise and as complete as possible. Include the Who, What, When, Where and Why or How. If the only information you have is circumstantial, include the circumstantial information and clearly indicate where fact ends and supposition begins. Circumstances should also include who pronounced the individual deceased (if applicable), or whether they were transported to a medical facility for treatment.

Do not delay submitting INIT reports to gather more details. Details and additional information can be submitted later on a SUPP report(s) as information becomes available.

Include the names of persons who pronounced a casualty deceased and identified the deceased.

During hostilities, include as much unclassified information as possible about the mission and purpose of the events that led up to the casualty. Include type of protective gear (IBA) worn and details regarding protective armor level on any vehicle involved which isn't normally armored. For example, HMWWVs will require an armor level; a Stryker will not. Do not change content provided by the DA Form 1156 or other approved incident statements. Provide the name of the field grade officer who authenticated the DA Form 1156 for all deceased, DUSTWUN and EAWUN reports.

If the Casualty Type was Hostile, then you need to select from the **Inflicting Force** drop down to indicate what type of force inflicted the casualty. Select from the drop down menu.

Example:
AMIGO (Allied Forces)
ENEMY (Enemy Forces)
BUDDY (US Forces)
UNKNOWN

Now that you've completed the New Casualty, you need to save the data you've added before going on to the **Incident Tab**.

Select the appropriate **War Conflict** at the time of the incident from the drop down menu.

Examples:

War on Terrorism – when the incident occurs in an area of contingency operations.

Vietnam War

Select the appropriate **Ops Incident,** if applicable, where the incident occurred. This is related to the Contingency Operation at the time of the incident.

Examples:

Operation Iraqi Freedom

Operation Enduring Freedom, Afghanistan

The next data field would be the **Event** type, not the injuries/illness the person sustained.

Example:

Enemy Ambush/Attack

Friendly Fire

Explosion and IED

The place of Incident may include several data fields**: Incident City, Incident State, Incident Country, Over Water, Grid, LAT/LONG** (latitude/longitude) data and/or a **Location**.

If the incident occurred near a recognized City/Town, enter the City/Town, State if applicable and the Country. If the incident occurred in an unchartered region, then use the State or Country and provide the nearest Grid Coordinates to where the incident took place. If over water, check the box for **Over Water.** The drop down will allow you to select the body of water over which the incident occurred. You should then provide latitude and longitude data in the **Remarks** section. If in the air, provide LAT/LONG latitude and longitude data, and include such information as "over the Atlantic Ocean" in the Circumstances. If the incident occurred in a contingency area, near a specific **Location**, i.e. FOB Eagle, include that in the appropriate data field, as well as the country.

Examples:

Alexandria, VA, United States

Mosul, IZ, FOB Eagle

38 degrees, 23 minutes Latitude; 15 degrees, 29 minutes Longitude; Over Water-checked box

If the casualty you are reporting involved a vehicle, you must report the **Vehicle Group, Vehicle, Armor Level, Vehicle Owner** and **Position in Vehicle**, if known.

The Vehicle Group would be HMMWV or Bus, for example.
Type of Vehicle would be M1114 Truck Utility Up-armored Armament Carrier 4X4 W/E
Armor Level applies to certain vehicles only and will not be available for normally armored vehicles such as a tank.

You can select the Vehicle Ownership and the Position Aboard the Vehicle from the drop down menus.

Investigation Required refers to all investigations conducted concerning the circumstances of a casualty incident. For example, a non-hostile fatal accident requires an AR 15-5 collateral investigation. All hostile, training, and accidental deaths require investigation. Select the applicable entry from the drop down menu. If you become aware of an additional investigation, provide that information to CMAOC via a SUPP report.

Enter type(s) of investigation(s) in Remarks. When investigation(s) are complete, submit a SUPP report including updates on date/time of incident, place of incident, circumstances, and inflicting force. By law, NOK must be informed of any death investigations initiated by DoD and provided a redacted copy of the completed report upon request. Therefore, it is essential to report all death investigations that are initiated and to write SUPP reports when the investigations are completed.

Indicate whether the incident was **TRNG/Duty Related**, by selecting from the drop down menu. This will indicate the incident occurred during a training exercise or duty-related work. Injuries sustained from a vehicle accident while on vacation are not duty related.

Select the person's **Duty Status** at the time of the incident from the drop down menu. If applicable, also enter the **from date** and **to date** of the duty status.

If you're preparing a casualty report for an injured or ill person (VSI, SI, and NSI), you'll need to provide a **Diagnosis**.   Enter the complete diagnosis, to include all injuries and ailments, in non-technical language. Do not use medical abbreviations. The NOK and their family physician extensively scrutinize the information reported. Provide as much complete information as possible, and pay particular attention to proper identification, such as right or left.

Example:

Soldier sustained 2d degree burn to her face, right clavicle fracture, right ankle fracture, and right knee laceration.

Enter the **Cause** (**of Death**, if applicable), as determined by the attending physician who makes the official pronouncement of death. Include information if the person was previously reported as wounded. See **Creating a Status Change (STACH) Report in CR** at page 86.

Example: Cardiac arrest.

Gunshot wound (GSW) to the head. Dies of injuries received on 12 May 2007.

Enter the **Date/Time of Death** using the 24-hour clock, local date and time. This may be different from the date and time of the incident. Date and time of death is provided by the physician who pronounced the deceased or the medical examiner.

Enter the **Place of Death**. Include the **Place of Death City, Place of Death State** and/or **Place of Death Country** in which the death occurred in the

For deceased cases, identify whether or not the casualty was **Continuously Hospitalized** from the time of his/her injury/illness until the time of death. Select Yes or No from the drop down. See Continuously Hospitalized in the Glossary at the end of this Guide for further clarification.

Now you need to select the **Update** block at the bottom left of the screen before you move to the **Personnel Tab**.

If you intend to send only a Hasty Report using DCIPS-CR, your report is now complete. The first two screens of DCIPS-CR constitute a "Hasty" report. Go to the section on "Sending Casualty Reports in DCIPS-CR to continue.

If your intention is to send a complete or full report, proceed as indicated below.

Enter the **DD Form 93 Date** and **DD Form 93 Review Dt**. Enter the date the Record of Emergency Data was last prepared and the date it was last reviewed. If there is no review date, enter the preparation date as the review date.

Enter **SGLI Dt:** the date the Soldier's SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate) was last prepared or reviewed. Use this format: dd-mmm-yyyy.

Enter the **Birth City, Birth State** and **Birth Country**, along with the **Citizenship** of the casualty you are reporting.

Select the **Sex, Race, Ethnicity,** and **Religious Preference** of the individual you are reporting from the drop down options.

Enter the Soldier's **Duty Military Occupational Specialty (DMOS).** This is free-form text field. Use 5 characters in all cases (enlisted, warrant officer, and officer). The last character is a letter, not a number.

Examples:
Enlisted – 42A4O
Warrant – 150AO
Officer – 13A0O

Enter the Soldier's **Primary Military Occupational Specialty (PMOS).** This is a free-form text field. Use 5 characters in all cases (enlisted, warrant officer, and officer). The last character is a letter, not a number.

Examples:
Enlisted - 42A4O
Warrant - 150AO
Officer – 13A0O

Enter the **Pay Entry Basic Date (PEBD)** and **Basic Active Service Date (BASD)** for all military casualties. Military records information not necessarily available in a theater of operation. This information is provided by the Home Station CAC or the record briefs from eMILPO. These dates are not always the same if the Soldier had a break in service or has no prior active service. BASD for Reserve and national Guard Soldiers will be the date on which they entered Basic Training. Use this format: dd-mmm-yyyy

Enter the Soldier's **Home of Record (HOR)** in the following format: Home City (a free-text field), Home State (from the drop down menu), and Country (from the drop down menu). Provide only the information available; all fields will not always be filled.

Examples:
Baltimore, Maryland, United States
St. Petersburg, Russia

If your casualty is a civilian, you'll need to select the **Civilian Type, Civilian Pay Table** and **Civilian Pay Grade** from the drop down menus. Civilian Pay Grade may not apply to contractors.

Enter the **Civilian Contract Agency**. Enter the name of the government agency or civilian employer, if a contractor.

Example:
AAFES, Karlsruhe, GM
Aerospace Technology, Inc., Dallas, TX
KBR, 120 Wall Street, New York, NY
DynCorp, 5021 Wise Street, Baltimore, MD

Enter the name of the **Civilian Organization** in the free text field.

Example:
Doctors without Borders
American Red Cross

The Secondary Tab is next.

The **Training Type (ANG/USAR)** data field is for Reserve and National Guard Soldiers performing duty other than recall/mobilized or AGR. Select the Soldier's Training Type at the time of the incident (i.e., ADT ADSW, IDT) from the drop down menu. The **Training Start Date** and the **Training End Date** should reflect the full period of duty for which there is an order, as the date of the casualty must fall within the training dates to be reportable.

Example: AT 20-DEC-2005   07-JAN-2006

Enter the Soldier's **Retired/Separation Dt.** This is the date the Soldier either retired from the Service or separated from the Service. Use this format: dd-mmm-yyyy.

Identify the **TDRL/PDRL** list the person being reported was on. Enter the **TDRL/PDRL percentage** and the **TDRL/PDRL Dt.**

Example:
TDRL/100/12-OCT-2004
PDRL/50/25-JAN-2005

You need to determine whether or not your casualty has been recommended for promotion to the next higher grade. Recommendation for administrative advancement/promotion to E2-E4, WO2, or 1LT, will come from the local unit of assignment. If the casualty is an E-4 or above, WO2 or above, 1LT or above, then you need to check the current promotion standing list data on the ERB/ORB or eMILPO. If the person is on the current promotion standing list or recommended locally by the unit commander, then you need to enter the **Date recommended/selected for promotion**. Use the format: dd-mmm-yyy.

In the **Posthumous Recommend Dt** data field, enter the date the casualty was recommended for posthumous promotion.

Select the **Posthumous Rank recommended**; whether or not the casualty ever held a higher grade than they currently held. If yes, then enter higher grade held in the **Higher Rank Held** data field.

In the data field marked **Death Gratuity Remarks**, enter to whom the Death Gratuity should be paid and any other information necessary. If you are not sure who the recipient should be, enter "DFAS Determination." This is a free-text field.

Example: Pay Soldier's spouse. Use "DFAS determination" for minor children or other uncertain payees.

The **Remarks** data field is a free-text field. You need to include who prepared the casualty report, the name and grade of the field grade reviewer (if reporting a contingency casualty), any information on the potential of friendly fire if suspected, and any other information regarding the casualty that does not fit elsewhere in the data fields. The information from the **Remarks** data field is automatically transferred to the **Journal** to complete the record when the report is loaded into DCIPS-CM.

Leave **Closed Date** blank.

Again, you need to click on **Update** before going to the **NOK List Tab**.

Entering Next of Kin Data

Select the **NOK List Tab**. Click on **New NOK.** If you selected **DMDC Search** and the casualty is entered in DEERS, the system will present you with a list of dependents that are registered in DEERS. If you select "Add", all of the data in DEERS will be added to the NOK List Tab data fields. Then you can add the additional information required on the individual NOK screens.

If you have NOK that are not listed, enter the following information:

NOK Last Name, First Name, Middle Name, and Suffix (if applicable)
Social Security Number
If the NOK **IS** the spouse, check the box.
Select the **Type of** from the drop down menu.

Select the **Relationship**.

Deceased? Select the casualty status of the NOK from the drop down menu.

Enter the **Title/Rank** of the NOK. If the NOK is current military, enter their military rank. If the NOK is retired military, enter the military rank followed by "(Ret)". This will alert the CAC preparing for notification and assistance that they should assign a CNO and CAO that is equal to or higher in rank than the NOK out of respect and tradition.

Enter the **Date of Birth** of the NOK.

Enter the 45-day street address for the NOK in **Street Address 1** and **Street Address 2**. If there is a mailing address that is different, be sure to add that address as a separate address in DCIPS-CM.

Enter the **City, State, Country** and **ZIP code** where the NOK lives.

In **Date Address Confirmed**, enter the date the 45-day address was confirmed with the NOK. This confirmation should be provided by the CNO and/or the CAO.

Enter the **Notified Date**. This is the date the CNO made the notification to the NOK.

Select the **Notification Method** from the drop down menu.

Select the **Notifying CAC**. This is the CAC that assigned the CNO.

Enter the Casualty Notification Officer's name in the **CNO Name** field. Include the Chaplain or Mature Soldier's name in the Remarks section of the report.

If you have a beneficiary that is not a dependent, use the **ADD** button to include that person on the NOK screen also.

Regardless of which Search button you select, some of the information pulled in will be in capital letters. Correct any of this information to reflect upper and lower case as appropriate. This information will be used to auto fill sympathy letter templates for the Secretary of the Army and the President of the United States. This information needs to be in proper format.

In the **Remarks** section, include any other relevant information that does not have a data field available for input. For example, who prepared the report, the name, rank and position of the Field Grade reviewer. Explain any circumstantial information that was included and whether or not you intend to supplement this information.

Under **Contact Information:** Enter the Home Phone, Cell Phone, Business Phone, Fax Number, Email address and any other contact number you may have for the NOK.

Click the **Update** button to save the data from this screen.

Entering Awards Data

To enter the awards for a deceased service member, select the **Awards List Tab**. Click on **New Award**; click on the **Service** dropdown and select the applicable Service for the individual you are reporting on. Now select the **Category**, i.e. awards, devices, badges, unit awards, etc. Now you need to select each of the applicable awards and individually add them to the list on the right side of the screen. You cannot select multiple awards and add them all at one time. Once you've completed the awards, go back and select the badges, then the devices, etc. until you have captured everything you need to for a complete and accurate list of awards. Be sure to indicate whether an award is to awarded posthumously.

Identifying Body Armor

The **Body Armor Tab** is used to identify various types of protective gear worn by contingency troops. This data is not typically required for non-contingency reports.

If the casualty you're reporting occurred in a contingency area of operations, then you need to provide information on **Body Armor** using the Body Armor Tab in DCIPS. Select the option(s) from the various drop down menus that describe the protective vest, helmet, attachments and eye protection worn by the casualty at the time of the incident.

Example:
Vest: OTV DAP, SAPI
ACH: Advanced Combat Helmet
VBS 450 Visor with neck Guard
UVE UVEX XC

Importing Casualty Reports into DCIPS-CR

If you are receiving casualty reports created in DCIPS-CF format, you will need to Import the reports into DCIPS-CR before forwarding them on to CMAOC.

When you receive a DCIPS-CF casualty report via email, save the report to a specified location on your PC so that you can retrieve it at random.

Go into DCIPS-CR, and click on the **Import** button. When the screen opens, click on the **Browse** button and go to the file where you stored the DCIPS-CF report. Select the report you wish to import. You should get a red message stating that the record processed successfully, and you'll also be given the Queue Number.

Now click on **Queue** and select the file that matches the Queue Number you were given for the imported file. Click **Edit** on the lower left of the screen.

Click the button marked **Personnel Database** Compare. From the right hand column marked **Personnel Database**, click the left arrows under **Replace** to add (or replace) personnel information shown in this column to the **DCIPS Casualty** column.

Click **Update** to save the changes. When you're finished, click on the **Casualty** button at the top left. Click on **Update** or **Update and Exit** to complete the import action. This program will not completely fill the report, but is intended to validate some of the personnel data, and add some that may be missing.

Once you have completed your updates, you can process the DCIPS-CR report for forwarding to CMAOC and other recipients.

Sending DCIPS-CR Casualty Reports

Now that you have completed the INIT report, you need to send it to CMAOC for approval and submission into the DCIPS database.

The Submit Page is used to confirm the submission of a casualty report to the next higher headquarters or casualty reporting unit. The unit or Service headquarters where the casualty report will be sent for approval is displayed at the top of the page.

You may select additional reporting units to provide information copies of your casualty report at the same time you submit your report to your higher headquarters. You must provide an information copy of your casualty report to any other CACS that you believe to be involved in this particular casualty case. By using the information copy feature, a copy of your report will show up in the supporting CACs' queues. This eliminates the need to fax copies of the reports back and forth between CACs and CMAOC. If you later find that another CAC is involved, go back to your submitted casualty report and send another information copy using the Send Copy push button on the Queue page. See the following section on "Notifying other Reporting Units" for additional information.

When you press the Confirm Submission of Casualty Report push button, the status on your casualty report will be changed to Submitted and a copy of your casualty report will be placed in the higher headquarters Queue with a status of For Approval. When you select additional reporting units to notify an information copy of the report will be placed in their queue at the same time.

Notifying other Reporting Units

The list of reporting units allows you to select other reporting units to receive 'Information' copies of the casualty report. Multiple recipients may be selected. Additionally, a generic email notification will be sent to the recipient. This email notification does not contain any name information. Its only purpose is to prompt the recipient to check his or her DCIPS-CR queue for the casualty report.

When reporting units are selected, pressing the "Confirm Submission of Casualty Report" push button submits the casualty report to your higher command, creates the Information queue records and sends notification emails.

Emailing Casualty Reports using CR

You may need to provide email casualty reports to other units that <u>do not</u> have DCIPS-CR. You can provide email reports using the Download Casualty Report or Send Casualty Report push buttons. These reports are formatted such that they cannot be submitted into DCIPS-CM by the receiving agency. This system of checks and balances helps eliminate the occurrence of duplicate reporting.

Download Casualty Report Push Button: This button is only available after you submit the casualty report by pressing the Confirm Casualty Report push button. When you press the Download Casualty Report push button a File Download dialog will open. You can then save the casualty report to a text file or open the casualty report. If you open the report it will open using Notepad.

Send Casualty Report push button: This button is only available after you submit the casualty report by pressing the Confirm Casualty Report push button. When you press the Send Casualty Report push button Microsoft Outlook will launch and display the casualty report in an email message. You can then add your email addressees to the Outlook message and send as you would any other email.

The downloaded casualty report and the Outlook email report cannot be imported into DCIPS-CF, DCIPS-CR or DCIPS-CM.

Contingency reporting units using DCIPS-CF will need to save the casualty report to a local file using the Export feature and email the reports to the Contingency CAC. The Contingency CAC will receive the reports in via email, save them to a local file and then Import the files to DCIPS-CR for forwarding to CMAOC.

Reporting Multiple Casualty Incidents

Any casualty event involving more than one casualty constitutes a Multiple Casualty Event. In such incidents, the date/time group, location of the incident, Casualty Type, and circumstances will be exactly the same for all individuals involved. In order to tie these individuals together in a single event in DCIPS, you will need to create a Multiple Casualty Code using the Multiple Casualty Template before creating the individual casualty reports.

Using DCIPS-CF:

Multiple Casualty Codes (in CF) will reflect the 2-character abbreviation for the country or state of the incident, the last two digits of the fiscal year, and the numeric sequence number of the report you're creating.

Example:
IZ (for Iraq) 07 (for 2007) and 0192 (for the sequence number for the INIT reports. Using this format, the code becomes: IZ070192.

VA070087 (Virginia, 2007, INIT report number 87.

In addition to the Multiple Casualty Code, you will need to create a Multiple Casualty Description of the incident. This description needs to include the major cause of the incident (IED), the location of the incident (Baghdad) and the DTG of the incident (12JAN2008 1357). Thus, the Description that goes with the Multiple Casualty Code is IED Baghdad 12Jan2008 1357.

For VA070087, the description might be a motor vehicle accident (MVA) Alexandria 23DEC2007 1735.

Now that you've created the Multiple Casualty Code and Multiple Casualty Description, you are ready to fill in the incident data that applies equally to all casualties involved in this same incident. Be sure to write down the code you've created, as you'll need to be able to assign the code to each of the casualties as you complete the individual reports. Complete the Incident Tab and the Incident (Cont) Tab, then click on the SAVE block. This will take you to the Individual Listing Tab.

Select either the New (Hasty) or New (Full). You'll notice that the incident specific information has already been filled in for you. Now you need to put in the casualty specific, or personal, information for each of the casualties involved in this incident.

Using DCIPS-CR:
Select the **Multiple Casualty Template/New Incident Template** Tabs.

Create a description of the incident in the **Multiple Casualty Description** data field, using the major cause of the incident (IED), the location of the incident (Baghdad) and the DTG of the incident (12JAN2008 1357). Once you've created the description, click on the SAVE

button and the system will assign a number to the Multiple Casualty Incident. Be sure to write this number down and the description, as you'll need the information to assign the code to the individual casualty reports.

Now that you know how to write Multiple Casualty Codes, let's take a look at the **Multiple Casualty Template**. This data element uses drop down menus and free text to capture basic information that applies to all individuals involved in a multiple casualty event. The template automatically populates this information into the subsequent casualty reports you will create and associate with this multiple casualty code. You should include all data elements that are EXACTLY the same for every person involved in the casualty event.

As stated earlier, like data would include the Conflict, Inflicting Force (if applicable), Operation, Event, date/time group, location of the incident, Casualty Type, and circumstances. It may also include Casualty Status – where all casualties involved died at the scene, or all were VSI, or KIA. Use the template to fill in as much as possible that will have to be entered for every person involved.

Once you're finished, be sure to click on the **Add** button on the bottom left of the screen to save the information to the drop down list. Now you're ready to create the individual casualty reports. It's helpful to jot down the code for use in drafting the casualty reports that are associated with this event.

When you get to the **Multiple Casualty Code** data field, use the drop down to select the multiple casualty event that pertains to the reports you're creating. Complete the reports as you would for any new casualty report, noticing that a number of the required data fields are already populated with the information you entered into the Multiple Casualty Template for this event. Not only does using the template help to tie all personnel involved in a single event together, it will save you a lot of time in not having to duplicate the data items for each casualty – especially if you have more than a couple of people involved.

Creating a SUPP (Supplemental) Report in CR

Refer to Tables on pages 12-18 for a complete listing of required fields.

Supplemental or SUPP reports are used to provide additional, on-medical data not available when the INIT report was prepared, or to change or correct information previously submitted. Include excerpts of CID or other investigation reports to update previously submitted reports.

Number SUPPs sequentially using established format: SUPP01, S01. Confirm the number of the most recent SUPP before assigning a number to a new SUPP report.

Go to the Home Page, click of Queue and select the report you want to send a SUPP on by clicking on the radio button to the far left of the screen.

In order to create a SUPP report, you first need to **Replicate** the latest report that was submitted for this same casualty. This will upload the latest information that has been submitted on this casualty. If you don't select the latest report that was submitted, the information you submit on your SUPP will over write current information in DCIPS-CM with incorrect or out-of-date information. So be sure to use the Replicate button first.

Click the **Replicate** button; the system will create a new report and provide you the new Queue Number. Select **Edit**. Now you have the framework to submit your new information or changes.

Use the drop down for **Field Report Type** to identify the new report as a SUPP, and create a **Field Report Number** for this SUPP report using the proper format as explained on page 64.

Make changes to the fields where you need to add information or provide additional information. At this point, you could add information on Awards, Casualty Assistance Officers or Next of Kin. At the bottom of each tab, be sure to **Update** before going on to the next tab section. Once you've made all of the additions or changes necessary, be sure to explain in the Remarks section what information was changed or added. Select the **Mark as Ready** box, and click on **Update and Exit**.

Go to the Queue, find the SUPP report you just created and submit it to CMAOC for processing using the same procedure you used for submission of the INIT report.

Creating a PROG (Progress) Report in CR

Refer to Tables on pages 12-18 for a complete listing of required fields.

Often, when a casualty takes place, the NOK are far away and are not able to see the patient or get information directly. Establish contact with MTF or hospital in reporting area of responsibility. This applies o theater CAC and any supporting CAC.

For all hospitalized patients, you need to provide **Medical progress report(s)**, or PROGs. The purpose of a PROG is to provide the NOK with updated medical information on the patient's condition that was received after the INIT report was submitted, prognosis and any new diagnosis. Each PROG will contain:

1. the patient's morale, state of consciousness and mental disposition.
2. whether he or she is ambulatory and or taking nourishment.
3. current and anticipated treatments to include surgical procedures (type and whether or not successful).
4. additional and terminal diagnosis.
5. anticipated period of hospitalization.
6. any evacuation plans, including dates and destination.
7. name and commercial phone number of the attending physician, if available.
8. whether or not an overseas command has issued a transportation and travel order (T&TO) to the NOK; and if so, each PROG will indicate whether the NOK is at the bedside or has departed.
9. any evacuation plans
10. include any information that might reduce NOK anxiety. For example, state of consciousness and mental disposition; degree of alertness; whether or not the patient is taking nourishment; whether the patient is ambulatory; type of diet; whether or not the patient is on life support equipment (type of life support equipment and medical status).

You cannot submit a PROG until after the INIT has been submitted.

Each PROG report will deal with a single patient and will be sequentially numbered for control purposes (PROG08, PROG09, etc.) Contact the MTF for update of medical status. Even if the individual's progress remains the same, contact the MTF and submit PROG reports at least every 24 hours for VSI and SI until a Family member arrives at the bedside or the casualty is discharged.

When the NOK are at bedside, submit PROG reports every 5 days until they depart. Presence of NOK traveling under travel and transportation orders (T&TO) must be officially documented for reimbursement. Bedside presence will also determine how the NOK are notified in the event of death. Include the presence of the NOK at bedside in the Prognosis section of the PROG report.

In the event an individual is discharged, or transferred to another MTF, a final PROG must be submitted, clearly indicating "FINAL PROG FROM THIS COMMAND."

Go to the Home Page, click on **Queue** and select the casualty you want to send a PROG on by clicking on the radio button to the far left of the screen. Check to verify that the casualty you selected is in fact the correct one. Some individuals have multiple casualty reports, as they have been unfortunate enough to have been injured multiple times.

In order to create a PROG report, you first need to **Replicate** the latest PROG report that was submitted for this same casualty. This will upload the latest information that has been submitted on this casualty. If you don't select the latest PROG report that was submitted, the information you submit on your PROG will over write current information with out-of-date information from an older report. So be sure to use the **Replicate** button first.

Click the **Replicate** button; the system will create a new report and provide you the new Queue Number. Select **Edit**. Now you have the framework to submit your new information or changes.

Go to the **Progress Report List Tab.**

Enter the **Report Date** using the calendar button to the right of the data field. Be sure to include the time using the 24-hour clock format.

Enter the **Hospital**. Enter the name and location of the hospital or medical care facility where the casualty is hospitalized.

Example:
Johns Hopkins University Hospital, Baltimore, MD
327th CSH, Baghdad, IZ

The **Responsible CAC** is the CAC that is responsible for the geographical area where the casualty is located. If you have a **Liaison**, enter that person's name also.

Select the person's **Casualty Status** from the drop down menu. This Casualty Status is the casualty status of the patient at the time the report is prepared.

Select the code from the drop down menu that best reflects the person's current **Medical Progress**.

In the **Remarks** field, enter a detailed free-text narrative in lay terms, indicating the medical progress (or regress) of the patient, dates placed on or removed from the VSI or SI list, period of hospitalization, plans for additional surgery, evacuation plans, etc. On all VSI reports, include a statement as to whether or not the patient is on life support and the type (such as respirator). Include the name and commercial telephone number of the attending physician, if available. Other information should include the patient's morale; current and anticipated treatments, to include surgical operations (type and whether or not successful); anticipated period of hospitalization; state of consciousness and mental disposition; degree of alertness; whether the patient is ambulatory; and type of diet. Also include a statement regarding whether or not the NOK are at the bedside, or in route to the bedside, or anticipated arrival.

Once you're satisfied with your remarks, that they are accurate and complete, click on the **ADD** button to save your PROG report. Then go to the Queue and send it to CMAOC and any other entities that are applicable for this report, just as you would for an INIT report or a SUPP report.

Creating a Status Change (STACH) Report in CR

Refer to Tables on pages 9-17 for a complete listing of required fields.

Upon notification that a significant change has occurred in the previously reported status of a casualty, you'll need to submit a STACH Report after verification of the change. Once the status has been verified, prepare the report IAW the Tables at pages 12-18. STACH reports are required ONLY for the following status changes:

- When the casualty status changes from any other status to Deceased;
- When the casualty status changes from Missing to Returned to Military Control; or
- When the casualty status changes from DUSTWUN to any other status.

From the Queue, select the latest report that was submitted on the casualty that has had the significant change in status, and **Replicate** that report. Once you have the replicated report, you can make the necessary changes to report the new casualty status. Be sure to annotate the **Remarks** section to indicate what you changed.

Changes in status from SI to NSI or VSI, or VSI to SI, etc. will be reported using a PROG report.

STACH reports are submitted the same way other reports are submitted. Select the correct addressee(s) from the list at Appendix A to submit casualty reports.

Glossary of Reporting Terms

Active duty (AD)

Full–time duty in the active military Services of the United States. A general term applied to all active military service with the active force without regard to duration or purpose. The term "active duty" also applies to ROTC applicants, cadets, and midshipmen participating in practical military training; service academy cadets and midshipmen; and members of the RC serving on AD, ADT, or IDT.

Active duty for training (ADT)

A tour of AD that is used for training members of the Reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as national security requires. The tour of duty is under orders that provide for return to non-active duty status when the period of ADT is completed. It includes annual training, special tours of ADT, school tours, and the initial tour performed by non–prior military service enlistees.

Adopted child

Individual whose adoption has been legally completed before the individual's 21st birthday. A child for whom the member has a final decree of adoption.

Adoptive parent

A person who has a final decree of adoption of the military member, or the member's spouse.

Adult next of kin

The adult highest in the line of succession will be considered the adult next kin.

Annulment

The status of an individual whose marriage has been declared annulled by a court of competent jurisdiction. This restores un-remarried status to a widow, widower, or former spouse for purposes of reinstatement of benefits and privileges.

Age of majority

18

Area of operations

An operational area defined by the joint force commander for land and naval forces. Areas of operation do not physically encompass the entire operational area of the joint force commander, but should be large enough for component commanders to accomplish their missions and protect their forces. (Joint Pub 1–02)

Area of responsibility

1. The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations.

2. In naval usage, a predefined area of enemy terrain for which supporting ships are responsible for covering by fire on known targets or targets of opportunity and by observation. Also called AOR. (Joint Pub 1–02)

Beleaguered

The casualty is a member of an organized element which has been surrounded by a hostile force to preclude escape of it's members.

Believe to be identification

The status of a name association with any remains until a positive identification has been made by competent authority. The name association is based upon unscientific evaluation of the casualty incident, certain physical evidence, and witness statements. Used interchangeably with tentative identification (see Tentative identification).

Beneficiary

The person (or persons) who, according to law or written designation of the Soldier, is entitled to receive certain benefits. A beneficiary may be 1 person for the death gratuity, while another person may receive the decedent's unpaid pay and allowances. The designation of beneficiaries for death gratuity and unpaid pay and allowances does not, for instance, affect the designation of beneficiaries of life insurance, either commercial or Government sponsored, or for benefits administered by agencies outside the Army. Beneficiaries for life insurance as designated by the insured person on the policies.

Besieged

The casualty is a member of an organized element that has been surrounded by a hostile force for compelling it to surrender.

Body recovered

The remains of a deceased person have been recovered by U.S. military authorities.

Body not recovered (BNR)

The remains of a deceased person have not been recovered by U.S. military authorities.

Captured

The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country.

Casualty

Any person who is lost to the organization by having been declared dead, duty status – whereabouts unknown (DUSTWUN), excused absence-whereabouts unknown (EAWUN), missing, ill, or injured. See also casualty category; casualty status; casualty type; duty status whereabouts unknown; hostile casualty; non-hostile casualty. (Joint Pub 1–02)

Casualty Assistance Center (CAC)

The organization assigned geographic responsibility for the area in which the casualty occurs; the next of kin, PADD, PERE, or person authorized funeral travel resides; mortuary services are provided; the receiving funeral home is

located; the interment will take place; or military burial honors will be performed.

   a. Home station CAC. The CAC with geographic responsibility for the location of the Soldier's assigned unit

   b. Honors CAC. The CAC providing military burial honors support at the funeral, interment, or memorial service. Usually the CAC with geographic responsibility for the place where military burial honors will be performed.

   c. Preparing CAC. The CAC contracting for the preparation and transportation of remains when the Army arranged disposition option is selected.

   d. Receiving CAC. The CAC having geographic responsibility for the location of the receiving funeral home.

   e. Reporting CAC. The CAC having geographic responsibility for submitting the initial casualty report to CDR, PERSCOM (TAPC–PEC)

   f. Shipping CAC. The CAC having geographic responsibility for arranging transportation for the remains after preparation is completed. The shipping is usually the preparing CAC but not necessarily always.

Casualty category

Term used to specifically classify a casualty for reporting purposes based upon the casualty type and the casualty status. Casualty categories include killed in action, died of wounds received in action, and wounded in action. See also casualty; casualty status; casualty type; duty status whereabouts unknown; missing. (Joint Pub 1–02)

Casualty status

A term used to classify a casualty for reporting purposes. There are seven casualty statutes: (1) deceased, (2) duty status—whereabouts unknown, (3) missing, (4) very seriously ill or injured, (5) seriously ill or injured, (6) incapacitating illness or injury, and (7) not seriously injured. See also casualty; casualty category; casualty type; deceased; duty status—whereabouts unknown; incapacitating illness or injury; missing; seriously injured; seriously ill or injured; very seriously ill or injured. (Joint Pub 1–02)

Casualty type

A term used to identify a casualty for reporting purposes as either a hostile casualty or a non-hostile casualty. See also casualty; casualty Category; casualty status; hostile casualty; non-hostile casualty. (Joint Pub 1–02)

Child

With respect to a member or former member of a uniformed service, means the unmarried legitimate child, unmarried adopted child, unmarried stepchild, or unmarried person who is placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member; and who otherwise meets the requirements specified in paragraph (2)(D) of 10 USC 5742.

Civilian internee

1. A civilian who is interned during armed conflict or occupation for security reasons or for protection or because he has committed an offense against the detaining power.
2. A term used to refer to persons interned and protected in accordance with the Geneva Convention relative to the Protection of Civilian Persons in Time of War, 12 August 1949 (Geneva Convention). See also Prisoner of War.

Civilian internee camp

An installation established for the internment and administration of civilian internees. Joint Pub 1–02)

Commissioned officer

Officer in any of the Armed Services who holds grade and office under a commission issued by the President.

Continuously hospitalized

A time period beginning at the date of retirement, discharge, or release from active duty and ending with the Soldier's death. During this time period the Soldier must be carried in a patient by a medical treatment facility. Transfer between medical treatment facilities, or between types of patient care (inpatient, inpatient subsisting out, domiciliary care, or custodial care) does not interrupt the continuity of the hospitalization period.

Custodial parent

The parent who received legal custody of child from a civil court. Appropriate court documents have been completed and filed as required by the appropriate civil law.

Death

Cessation of physical life characterized by the absence of metabolism and a total lack of irritability.

Deceased

A casualty status applicable to a person who is either known to have died, determined to have died on the basis of conclusive evidence, or declared to be dead on the basis of a presumptive finding of death. The recovery of remains is not a prerequisite to determining or declaring a person deceased. See also casualty status.

Delayed entry program

A program under which an individual may enlist in a Reserve Component of a Military Service and specify a future reporting date for entry on active duty in the Active Component that would coincide with availability of training spaces and with personal plans such as high school graduation. See also active duty; Reserve Components. (Joint Pub 1–02)

Dependent or Family member

Individuals whose relationship to the sponsor leads to entitlements to benefits.

Detained

A casualty status applicable to a person who is prevented from proceeding or is restrained in custody for alleged violation of international law or other reasons claimed by the government or group under which the person is being held.

Died of wounds received in action

A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who dies of wounds or other injuries received in action after having reached a medical treatment facility. Also called DWRIA. See also casualty category. (Joint Pub 1–02)

Disaster

A sudden misfortune, resulting in the loss of life and/or property.

Disease and non-battle injury casualty

A person who is not a battle casualty but who is lost to the organization by reason of disease or injury, including persons dying of disease or injury, by reason of being missing where the absence does not appear to be voluntary, or due to enemy action or being interned. Joint Pub 1–02)

Documentation

Properly certified birth certificate (of live birth) which includes the names of both parents or certificate of live birth with the name of at least 1 parent issued from the hospital; marriage certification; includes the names of both parents; marriage certification; final decree of divorce dissolution, or annulment of marriage; court order for adoption or guardianship; statement of incapacity from physician; retirement orders (providing entitlement to retired pay is established) or DD Form 214; DD Form 1300; certified death certificate; certification from the DVA of 100 percent disabled status; order awarding Medal of Honor; civilian personnel records, military personnel records, DD Form 93, SGLV 8286, SGLV 8285, SGLV 8714, unit training orders, TDY orders, training schedules, invitational travel orders and, DA Form 31 (Request Authority for Leave).

Duty status whereabouts unknown

A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member 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. Also called DUSTWUN. See also casualty status. (Joint Pub 1–02)

Emergency

An unforeseen combination of circumstances that results in a need for immediate action.

Friendly fire

In casualty reporting, a casualty circumstance applicable to persons killed in action or wounded in action mistakenly or accidentally by friendly forces actively engaged with the enemy, who are directing fire at a hostile force or what is thought to be a hostile force. See also casualty. (Joint Pub 1–02)

Historically significant items

Historically significant items comprise historical properties and other articles of historical significance not specifically designated as historical properties. Historically significant items include but are not limited to weapons, military equipment, flags, works of art, unit and individual decorations, and battle streamers. They also include other objects, except official records, that constitute relics or national significance to the United States or foreign armed forces. An item may have historical significance because it is associated with an important person, event, or place, because of traditional association with a military organization, or because it is a representative example of military equipment. Replicas, models, and dioramas may be considered historically significant items. Athletic trophies, prizes, unit awards, and other item of transitory significance, or of morale or sentimental value, but not pertinent to the history, lineage, or traditions of the owning agency or of the United States or of foreign armed forces, or the military history in general, are not considered to have historical significance within the meaning of this regulation.

Historical properties

Historical properties are historically significant items that—

   a. Have been designated historical properties by the Chief of Military History, an installation commander, or the commander of a military organization or

   b. Have not been so designated but which because of their age or obvious historical significance are inherently historical properties. Questions concerning the applicability of this definition to specific historically significant items should be referred to the Chief of Military History.

Home station

The permanent location of active duty units and Reserve Component units (for example, location of armory or Reserve center). See also active duty; Reserve Components. (Joint Pub 1–02)

Hostile casualty

A person who is the victim of a terrorist activity or who becomes a casualty "in action." "In action" characterizes the casualty as having been the direct result of hostile action, sustained in combat or relating thereto, or sustained going to or returning from a combat mission provided that the occurrence was directly related to hostile action. Included are persons killed or wounded mistakenly or accidentally by friendly fire directed at a hostile force or what is thought to be a hostile force. However, not to be considered as sustained in action and not to be interpreted as hostile casualties are injuries or death due to the elements, self-inflicted wounds, combat fatigue, and except in unusual cases, wounds or death inflicted by a friendly force while the individual is in an absent-without-leave, deserter, or dropped-from-rolls status or is voluntarily absent from a place of duty. See also casualty; casualty type; non-hostile casualty. (Joint Pub 1–02)

Inactive National Guard

Army National Guard personnel in an inactive status not in the Selected Reserve who are attached to a specific National Guard unit but do not participate in training activities. Upon mobilization, they will mobilize with their units. In order for these personnel to remain members of the Inactive National Guard, they must muster once a year with their assigned unit. Like the Individual Ready Reserve, all members of the Inactive National Guard have legal, contractual obligations. Members of the inactive National Guard may not train for retirement credit or pay and are not eligible for promotion—also called ING. See also Individual Ready Reserve; Selected Reserve. (Joint Pub 1–02)

Inactive duty training

Authorized training performed by a member of a Reserve Component not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve Component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. Does not include work or study associated with correspondence courses. Also called IDT. See also active duty for training. (Joint Pub 1–02)

Inactive status

Status of Reserve members on an inactive status list of a Reserve Component or assigned to the Inactive Army National Guard. Those in an inactive status may not train for points or pay, and may not be considered for promotion. (Joint Pub 1–02)

Incapacitating illness or injury

The casualty status of a person whose illness or injury requires hospitalization but medical authority does not classify as very seriously ill or injured or seriously ill or injured and the illness or injury makes the person physically or mentally unable to communicate with the next of kin. Also called III. See also casualty status. Joint Pub 1–02)

Incidents

Brief clashes or other military disturbances generally of a transitory nature and not involving protracted hostilities. (Joint Pub 1–02)

Individual mobilization augmentee (DOD)

An individual reservist attending drills who receives training and is pre-assigned to an active component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Individual mobilization augmentees train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for individual mobilization augmentees is decided by component policy and can vary from 0 to 48 drills a year. (Joint Pub 1-02)

Killed in action

A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who is killed outright or who dies as a result of wounds or other injuries before reaching a medical treatment facility. Also called KIA. See also casualty category. (Joint Pub 1-02)

Loco-parentis

This means in the place of or instead of a parent charged factitiously with a parents duties and responsibilities. The natural father or mother, father or mother through adoption, or person who stood in relationship of a parent to the deceased for a period of at least 5 years prior to the Soldier reaching 18 years of age.

Mass casualty

Any large number of casualties produced in a relatively short period of time, usually as the result of a single incident such as a military aircraft accident, hurricane, flood, earthquake, or armed attack that exceeds local logistical support capabilities. See also casualty. (Joint Pub 1–02)

Military operations other than war

Operations that encompass the use of military capabilities across the range of military operations short of war. These military actions can be applied to complement any combination of the other instruments of national power and occur before, during, and after war. Also called MOOTW. (Joint Pub 1–02)

Missing

A casualty status for which the United States Code provides statutory guidance concerning missing members of the Military Services. Excluded are personnel who are in an absent without leave, deserter, or dropped-from-rolls status. A person declared missing is categorized as follows:

a. Beleaguered. The casualty is a member of an organized element that has been surrounded by a hostile force to prevent escape of its members.

b. Besieged. The casualty is a member of an organized element that has been surrounded by a hostile force for compelling it to surrender.

c. Captured. The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country.

d. Detained. The casualty is prevented from proceeding or is restrained in custody for alleged violation of international law or other reason claimed by the government or group under which the person is being held.

e. Interned. The casualty is definitely known to have been taken into custody of a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which the Armed Forces of the United States are engaged.

f. Missing. The casualty is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

g. Missing in action. The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown. Also called MIA. See also casualty category; casualty status. (Joint Pub 1–02)

Missing in action

See Missing. (Joint Pub 1–02)

Multiple drill

See Multiple unit training assemblies. (Joint Pub 1–02)

Multiple inactive duty training periods

Two scheduled inactive duty training periods performed in one calendar day, each at least four hours in duration. No more than two inactive duty training periods may be performed in one day. (Joint Pub 1-02)

Next of kin (NOK)

The person most closely related to the casualty is considered primary NOK for casualty notification and assistance purposes. This is normally the spouse of married persons and the parents of single persons who have no children. The precedence of NOK with equal relationships to the member is governed by seniority (age). The rights of minor children shall be exercised by their parents or legal guardian. The below order of precedence is used to identify the primary NOK. All other persons are considered secondary NOK. For the order of precedence used concerning the disposition of remains and personal effects, consult appropriate statutes and Service regulations.

     a. Spouse.

     b. Natural, adopted, step, and illegitimate children (if acknowledge by the member or paternity/maternity has been judicially decreed.)

     c. Parents, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.

     d. Persons standing in loco parentis.

     e. Persons granted legal custody of the member by a court decree or statutory provision.

     f. Brothers or sisters, to include half–blood and those acquired through adoption.

     g. Grandparents.

     h. Other relatives in order of relationship to the member according to civil laws.

     i. If no other persons are available, the Secretary of the Military Department may be deemed to act on behalf or the member. In those cases involving missing service members found dead pursuant to 37 USC, the remarried surviving spouse should be notified when remains are recovered. Although the remarried surviving spouse has no blood relationship to the members, the prior marital relationship and the continuing interest in the members are the

determining factors. The term remarried surviving spouse does not include one who obtained a divorce from the member or who remarried before a finding of death pursuant to 37 USC.

Non-hostile casualty

A person who becomes a casualty due to circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self-inflicted wounds, and combat fatigue are non-hostile casualties. See also casualty; casualty type; hostile casualty. (Joint Pub 1–02)

Not seriously injured or ill

The casualty status of a person whose injury may or may not require hospitalization; medical authority does not classify as very seriously injured, seriously injured, or incapacitating illness or injury; and the person can communicate with the next of kin. Also called NSI. See also casualty status. (Joint Pub 1–02)

Other civilian not subject to military law

A civilian who is not subject to disciplinary actions or criminal proceedings under the Uniform Code of Military Justice (UCMJ).

Personnel category

The person's military component, type of Government civilian employment, sponsorship by the Government, or citizenship status.

Personnel status

The person's duty status at the time of the incident; i.e.,duty, absent without leave, deserter, or undetermined.

Primary next of kin (PNOK)

The legal 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.

Prisoner of war

A detained person as defined in Articles 4 and 5 of the Geneva Convention Relative to the Treatment of Prisoners of War of August 12, 1949. In particular, one who, while engaged in combat under orders of his or her government, is captured by the armed forces of the enemy. As such, he or she is entitled to the combatant's privilege of immunity from the municipal law of the capturing state for warlike acts that do not amount to breaches of the law of armed conflict. For example, a prisoner of war may be, but is not limited to, any person belonging to one of the following categories who has fallen into the power of the enemy: a member of the armed forces, organized militia or volunteer corps; a person who accompanies the armed forces without actually being a member thereof; a member of a merchant marine or civilian aircraft crew not qualifying for more favorable treatment; or individuals who, on the approach of the enemy, spontaneously take up arms to resist the invading forces. (Joint Pub 1–02)

Properly admitted patient

A patient who has been admitted into a medical treatment facility in any status other than dead on arrival (DOA) or carded for record only (CRO).

Ready Reserve

The Selected Reserve, Individual Ready Reserve, and Inactive National Guard liable for active duty as prescribed by law (U.S. Code, title 10 (DOD), sections 10142, 12301, and 12302). See also active duty; Inactive National Guard; Individual Ready Reserve; Selected Reserve. (Joint Pub 1–02)

Reserve Component category

The category that identifies an individual's status in a Reserve Component. The three Reserve Component categories are Ready Reserve, Standby Reserve, and Retired Reserve. Each reservist is identified by a specific Reserve Component category designation. (Joint Pub 1–02)

Reserve Components

Reserve Components of the Armed Forces of the United States are—

      a. the Army National Guard of the United States;

      b. the Army Reserve;

      c. the Naval Reserve;

      d. the Marine Corps Reserve;

      e. the Air National Guard of the United States;

      f. the Air Force Reserve; and

      g. the Coast Guard Reserve. (Joint Pub 1–02)

Retired Reserve

All Reserve members who receive retirement pay on the basis of their active duty and/or Reserve service; those members who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of the Ready or Standby Reserve. See also active duty; Ready Reserve; Standby Reserve. (Joint Pub 1–02)

Returned to military control (RMC)

The status of a person whose casualty status of DUSTWUN or missing has been changed due to the person's return or recovery by U.S. military authority. Also called RMC. See also casualty status; duty status—whereabouts unknown; missing. (Joint Pub 1–02)

Secondary next of kin (SNOK)

Any NOK other than the primary NOK.

Selected Reserve

Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions

that they have priority over all other Reserves. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training. See also Ready Reserve. (Joint Pub 1–02)

Seriously wounded, injured, or ill (SI)

Casualty status of a person whose illness or injury is classified by medical authorities to be of such severity that there is cause for immediate concern, but there is no imminent danger to life. Joint Pub 1-02.

Slightly wounded

A casualty that is a sitting or a walking case. See also wounded. (Joint Pub 1–02)

Standby Reserve

Those units and members of the Reserve Components (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only, as provided in the U.S. Code, title 10 (DOD), sections 10151, 12301, and 12306. See also active duty; Ready Reserve; Reserve Components; Retired Reserve. (Joint Pub 1–02)

Tentative identification

See Believed to Be.

Terrorism

The unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives. A victim of a terrorist act directed against the United States or its allies is a hostile casualty.

Training period

An authorized and scheduled regular inactive duty training period. A training period must be at least two hours for retirement point credit and four hours for pay. Previously used interchangeably with other common terms such as drills, drill period, assemblies, periods of instruction, and so forth. (Joint Pub 1–02)

Unaccounted for

An inclusive term (not a casualty status) applicable to personnel whose person or remains are not recovered or otherwise accounted for following hostile action. Commonly used when referring to personnel who are killed in action and whose bodies are not recovered. See also casualty; casualty category; casualty status; casualty type. (Joint Pub 1–02)

Very seriously ill or injured

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. (Joint Pub 1–02)

Unmarried spouse

A widow or widower who has remarried and through annulment, divorce, or death is no longer married.

Un-remarried spouse

A widow or widower of a deceased Soldier who has not remarried.

Voluntary training

Training in a non-pay status for individual Ready Reservists and active status Standby Reservists. Participation in voluntary training is for retirement points only and may be achieved by training with Selected Reserve or voluntary training units; by active duty for training; by completion of authorized military correspondence courses; by attendance at designated courses of instruction; by performing equivalent duty; by participation in special military and professional events designated by the Military Departments; or by participation in authorized Civil Defense activities. Retirees may voluntarily train with organizations to which they are properly pre-assigned by orders for recall to active duty in a national emergency or declaration of war. Such training shall be limited to that training made available within the resources authorized by the Secretary concerned. (Joint Pub 1–02)

Wounded

See seriously wounded; slightly wounded. See also battle casualty. (Joint Pub 1–02)

Wounded in action

A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in the contused biological and chemical warfare agents, and the effects of exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty's status may be VSI, SI, III, or NSI.

Appendix A – Addresses for Casualty Reports

Category of person: All reportable persons
Casualty Status: Injured, or ill
Action: DA CASUALTY:
peddopn@conus.army.mil
cocopns@conus.army.mil
Home station CAC, if different from reporting CAC (see note 2)
Supporting CACs (see note 10)
Other ACTION addressees required by reporting CMD
Information: (See note 1)
Combat Readiness/Safety Center cssc@safetycenter.army.mil
USARC: casualtyar@usar.army.mil (see note 9)
HRC–STL: (see note 6)
State Adjutant General: G1ARNGMOC@ng.army.mil (see note 3)
Other information addresses required by reporting CMD

Category of person: All reportable persons EXCEPT U.S. Army retired, separated, or discharged.
Casualty Status: Deceased, DUSTWUN, EAWUN, captured
Action: DA CASUALTY: peddopn@conus.army.mil; cocopns@conus.army.mil
DA MORTUARY: peddopn@conus.army.mil
THEATER MORTUARY:peddopn@conus.army.mil
Supporting CACs (see note 10)
Home station CAC, if different from reporting CAC (see note 2)
Information: (See note 1)
DFAS (Active): dfas–incasualty@dfas.mil
DFAS (Retired): casualty@dfas.mil (see note 8)
EREC: pcre–ft@erec.army.mil
Armed Forces Medical Examiner: afipcme@afip.osd.mil; oafme.dcips@afip.osd.mil
Combat Readiness/Safety Center cssc@safetycenter.army.mil
USARC: casualtyar@usar.army.mil (see note 9)
HRC–STL: (see note 6)
HRC–STL: (see note 7)
Deceased@AAFES.com
Other information addressees required by reporting CMD
State Adjutant General (see note 3)
Supporting CID (see note 4)

Category of person: AWOL and Deserters
Casualty Status: Deceased
Action: DA CASUALTY: peddopn@conus.army.mil; cocopns@conus.army.mil
DA MORTUARY: peddopn@conus.army.mil
THEATER MORTUARY: peddopn@conus.army.mil
Supporting CACs (see note 10)
Other ACTION addressees required by reporting CMD
Information: (See note 1)
DFAS (Active): dfas–incasualty@dfas.mil
DFAS (Retired): casualty@dfas.mil (see note 8)
State Adjutant General (see note 3)
USARC: casualtyar@usar.army.mil (see note 9)
HRC–STL: (see note 7)
Other information addressees required by reporting CMD

Category of person: Retired general officers, and retired enlisted persons that have held position of Sergeant Major of the Army.
Casualty Status: Deceased
Action: DA CASUALTY: peddopn@conus.army.mil; cocopns@conus.army.mil
DA MORTUARY: peddopn@conus.army.mil
Supporting CACs (see note 10)
DFAS (Retired): casualty@dfas.mil
Information: (See note 1)
DACS (GOMO): gomo@us.army.mil (see note 5)
State Adjutant General (see note 3)
USARC: casualtyar@usar.army.mil (see note 9)
HRC–STL: (see note 7)
Other information addressees required by reporting CMD

Category of person: Retired, separated, or discharged person who dies within 120 days of retirement, separation or discharge. Report those persons retired with 100 percent disability (TDRL) up to 1 year after retirement.
Casualty Status: Deceased
Action: DA CASUALTY: peddopn@conus.army.mil; cocopns@conus.army.mil
DA MORTUARY: peddopn@conus.army.mil
Supporting CACs (see note 10)
DFAS (Retired): casualty@dfas.mil
Information: (See note 1)
State Adjutant General (see note 3)
USARC: casualtyar@usar.army.mil (see note 9)
HRC–STL: (see note 7)
HRC–STL: (see note 6)
Other information addressees required by reporting CMD

Category of person: All other retired persons (includes persons on TDRL)
Casualty Status: Deceased
Action: DA CASUALTY: peddopn@conus.army.mil; cocopns@conus.army.mil
DA MORTUARY: peddopn@conus.army.mil
Supporting CACs (see note 10)
DFAS (Retired): casualty@dfas.mil
Information: (See note 1)
State Adjutant General (see note 3)
USARC: casualtyar@usar.army.mil (see note 9)
HRC–STL: (see note 7)
HRC–STL: (see note 6)
Other information addressees required by reporting CMD

Category of person: Family members of retired persons who die in a MTF (military treatment facility) within the United States.
Casualty Status: Deceased
Action: DA CASUALTY: peddopn@conus.army.mil; cocopns@conus.army.mil
DA MORTUARY: peddopn@conus.army.mil
Information: (See note 1) Other information addressees required by reporting CMD

Notes:
1. Information addressees will not accomplish any notification action solely on the basis of a casualty report.
2. For individuals who become casualties while away from their permanent station, the CAC having jurisdiction over the unit of assignment will be an action addressee. This also includes those individuals who are mobilized and deployed in support of a contingency operation. The MOB CAC is the home station CAC.
3. The State Adjutant General will be an information addressee on all casualty reports pertaining to ARNG personnel of the State.
4. The supporting CID activity will be an information addressee on all casualties when medical authorities cannot determine that a non–combat death resulted from natural causes.
5. To be included ONLY for general officer casualties.
6. CDR, AHRC–STL, ATTN: AHRC–AR will be an information addressee for all USAR Soldiers on active duty in an AGR status.
7. CDR, AHRC–STL, ATTN: AHRC–PA will be an information addressee for all USAR deceased personnel.
8. Do not include DFAS as an information addressee on reports of civilians who die overseas.
9. The United States Army Reserve Command (USARC) will be an information addressee on all casualty reports pertaining to USAR personnel.

10. Any CAC, other than the home station CAC or reporting CAC, which provides support (that is, notification or interment location, and so forth.)

Appendix B - Casualty Assistance Centers

Fort Belvoir, VA 22060-5016 **(BEL)**
    Virginia Cities: Fredericksburg, Harrisonburg, Manassas, Manassas Park, and Richmond,
    Virginia Counties: Culpeper, Fauquier, Greene, King George, Lancaster, Madison, Northumberland, Orange, Page, Prince William, Rappahannock, Richmond, Rockingham, Shenandoah, Spotsylvania, Stafford, Warren, and Westmoreland.
    West Virginia Counties: Grant, Hardy, and Pendleton.

Fort Benning, GA 31905-5010 **(BNG)**
    Georgia Counties: Baker, Ben Hill, Berrien, Bibb, Bleckley, Brooks, Calhoun, Chattahoochee, Clay, Clinch, Colquitt, Cook, Crawford, Crisp, Decatur, Dodge, Dooly, Dougherty, Early, Echols, Grady, Harris, Houston, Irwin, Jones, Lamar, Lanier, Lee, Lowndes, Macon, Marion, Meriwether, Miller, Mitchell, Monroe, Muscogee, Peach, Pike, Pulaski, Quitman, Randolph, Schley, Seminole, Stewart, Sumter, Talbot, Taylor, Terrell, Thomas, Tift, Troup, Turner, Twiggs, Upson, Webster, Wilcox, and Worth.
    Alabama Counties: Autauga, Bullock, Chambers, Chilton, Coosa, Elmore, Lee, Macon, Montgomery, Russell, and Tallapoosa.
    Florida Counties: Columbia, Dixie, Franklin, Gadsden, Gilchrist, Hamilton, Jefferson, Lafayette, Leon, Liberty, Madison, Suwannee, Taylor, and Wakulla.

Fort Bliss, TX 79916-0058 **(BLI)**
    State of **New Mexico**.
    Texas Counties: Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Loving, Pecos, Presidio, Reeves, Terrell, Ward, and Winkler.

Fort Bragg, NC 28307-5000 **(BRA)**
    State of **North Carolina.**

U.S. Army Garrison, Fort Buchanan, RQ 00934 **(PUE)**
    Puerto Rico
    Military groups in Central and South America as assigned.
    All Caribbean Islands
    Republic of Cuba

Fort Campbell, KY 42223-5000 (CAM)

State of **Tennessee.**

Kentucky Counties: Adair, Allen, Ballard, Barren, Bell, Butler, Caldwell, Calloway, Carlisle, Christian, Clay, Clinton, Crittenden, Cumberland, Daviess, Floyd, Fulton, Graves, Harlan, Henderson, Hickman, Hopkins, Knott, Knox, Laurel, Leslie, Letcher, Livingston, Logan, Lyon, Marshall, Martin, McCracken, McCreary, McLean, Metcalfe, Monroe, Muhlenberg, Ohio, Perry, Pike, Pulaski, Russell, Simpson, Todd, Trigg, Union, Warren, Wayne, Webster, and Whitley.

Fort Carson, CO 80913-5014 (CAR)

State of **Colorado.**

State of **North Dakota.**

State of **South Dakota.**

State of **Wyoming.**

State of **Utah**.

Fort Dix, NJ 08640-5162 (DIX)

State of **New Jersey**.

Pennsylvania City: Philadelphia.

Pennsylvania Counties: Bucks, Chester, Delaware, and Montgomery.

Fort Drum, NY 13602-5009 (DRU)

State of **Vermont.**

State of **Maine.**

State of **New Hampshire.**

State of **Connecticut.**

State of **Rhode Island**.

State of **Massachusetts**.

New York Counties: Albany, Allegany, Broome, Cattaraugus, Cayuga, Chautauqua, Chenango, Chemung, Clinton, Cortland, Erie, Essex, Franklin, Fulton, Genesee, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Madison, Monroe, Montgomery, Niagara, Oneida, Onondaga, Ontario, Orleans, Oswego, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Schuyler, Seneca, St. Lawrence, Steuben, Tioga, Tompkins, Warren, Washington, Wayne, Wyoming, and Yates.

Fort Eustis, VA 23604-5082 (EUS)

Virginia Cities: Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg.

Virginia Counties: Gloucester, Isle of Wight, James City, Mathews, Middlesex, Southampton, and York.

Fort Gordon, GA 30905-5020 (GOR)

Georgia Counties: Baldwin, Burke, Clarke, Columbia, Elbert, Emanuel, Franklin, Glascock, Greene, Hancock, Hart, Jefferson, Jenkins, Johnson, Laurens, Lincoln, Madison, McDuffie, Morgan, Oconee, Oglethorpe, Putnam, Richmond, Screven, Stephens, Taliaferro, Warren, Washington, Wilkes, and Wilkinson.

South Carolina Counties: Abbeville, Aiken, Allendale, Anderson, Barnwell, Edgefield, Greenville, Greenwood, Hampton, Laurens, McCormick, Oconee, Pickens, Saluda, and Spartanburg.

Fort Hood, TX 76544-5056 (HOD)

Texas counties: Anderson, Andrews, Angelina, Archer, Armstrong, Bailey, Bastrop, Baylor, Bell, Blanco, Borden, Bosque, Bowie, Brazos, Briscoe, Brown, Burleson, Burnet, Callahan, Camp, Carson, Cass, Castro, Cherokee, Childress, Clay, Cochran, Coke, Coleman, Collin, Collingsworth, Comanche, Concho, Cooke, Coryell, Cottle, Crane, Crockett, Crosby, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton, Dickens, Donley, Eastland, Ector, Ellis, Erath, Falls, Fannin, Fisher, Floyd, Foard, Franklin, Freestone, Gaines, Garza, Gillespie, Glasscock, Gregg, Gray, Grayson, Grimes, Hale, Hall, Hamilton, Hansford, Hardeman, Harrison, Hartley, Haskell, Hemphill, Henderson, Hill, Hockley, Hood, Hopkins, Houston, Howard, Hunt, Hutchison, Irion, Jack, Johnson, Jones, Kaufman, Kent, Kimble, King, Knox, Lamar, Lamb, Lampasas, Lee, Leon, Limestone, Lipscomb, Llano, Lubbock, Lynn, Madison, Marion, Martin, Mason, McCulloch, McLennan, Menard, Midland, Mills, Milam, Mitchell, Montague, Montgomery, Moore, Morris, Motley, Nacogdoches, Navarro, Nolan, Ochiltree, Oldham, Palo Pinto, Panola, Parker, Parmer, Potter, Rains, Randall, Reagan, Red River, Rockwall, Roberts, Robertson, Runnels, Rusk, Sabine, San Augustine, San Jacinto, San Saba, Schleicher, Scurry, Shackelford, Shelby, Sherman, Smith, Somervell, Stephens, Sterling, Stonewall, Sutton, Swisher, Tarrant, Taylor, Terry, Throckmorton, Titus, Tom Green, Travis, Trinity, Upshur, Upton, Van Zandt, Walker, Washington, Wheeler, Wichita, Wilbarger, Williamson, Wise, Wood, Yoakum, and Young.

Fort Huachuca, AZ 85613-6000 (HUA)
> State of **Arizona**.
> State of **Nevada**.
> **California Counties:** Alpine, Fresno, Imperial, Inyo, Kern, Kings, Los Angeles, Madera, Mariposa, Merced, Mono, Monterey, Orange, Riverside, San Benito, San Bernadino, San Diego, San Luis Obispo, Santa Barbara, Tulare, and Ventura.

Fort Jackson, SC 29207-5240 (JAC)
> **South Carolina Counties:** Bamberg, Berkeley, Calhoun, Charleston, Cherokee, Chester, Chesterfield, Clarendon, Colleton, Darlington, Dillon, Dorchester, Fairfield, Florence, Georgetown, Horry, Kershaw, Lancaster, Lee, Lexington, Marion, Marlboro, Newberry, Orangeburg, Richland, Sumter, Union, Williamsburg, and York.

Fort Knox, KY 40121-5000 (KNO)
> State of **Ohio**.
> State of **Indiana**.
> **Kentucky Counties:**   Anderson, Bath, Boone, Bourbon, Boyd, Boyle, Bracken, Breathitt, Breckenridge, Bullitt, Campbell, Carroll, Carter, Casey. Clark, Edmonson, Elliott, Estill, Fayette, Fleming, Franklin, Gallatin, Garrard, Grant, Grayson, Green, Greenup, Hancock, Hardin, Harrison, Hart, Henry, Jackson, Jefferson, Jessamine, Johnson, Kenton, Larue, Lawrence, Lee, Lewis, Lincoln, Madison, Magoffin, Marion, Mason, Meade, Menifee, Mercer, Montgomery, Morgan, Nelson, Nicholas, Oldham, Owen, Owsley, Pendleton, Powell, Robertson, Rockcastle, Rowan, Scott, Shelby, Spencer, Taylor, Trimble, Washington, Wolfe, and Woodford.
>
> **West Virginia Counties:** Barbour, Boone, Braxton, Brooke, Cabell, Calhoun, Clay, Doddridge, Fayette, Gilmer, Greenbrier, Hancock, Harrison, Jackson, Kanawha, Lewis, Lincoln, Logan, Marion, Marshall, Mason, McDowell, Mercer, Mingo, Monongalia, Monroe, Nicholas, Ohio, Pleasants, Pocahontas, Preston, Putnam, Raleigh, Randolph, Ritchie, Roane, Summers, Taylor, Tucker, Tyler, Upshur, Wayne, Webster, Wetzel, Wirt, Wood, and Wyoming.
>
> **Michigan Counties:** Alcona, Allegan, Alpena, Antrim, Arenac, Barry, Bay, Benzie, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Clare, Clinton, Crawford, Eaton, Emmet, Genesse, Gladwin, Grand Traverse, Gratiot, Hillsdale, Huron, Ingram, Ionia, Iosco, Isabella, Jackson, Kalamazoo, Kalkaska, Kent, Lake, Lapeer, Leelanau, Lenawee, Livingston, Macomb, Manistee, Mason, Mecosta, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, Sanilac, Shiawassee, St. Clair, St. Joseph, Tuscola, Van Buren, Washtenaw, Wayne, and Wexford.

Fort Leavenworth, KS 66207-5080 (LEA)

State of **Iowa**.
State of **Minnesota**.
Kansas Counties: Atchison, Brown, Doniphan, Douglas, Jackson, Jefferson, Johnson, Leavenworth, Marshall, Nemaha, and Wyandotte.
Missouri Counties: Andrew, Atchison, Buchanan, Caldwell, Carroll, Chariton, Clay, Clinton, Daviess, De Kalb, Gentry, Grundy, Harrison, Holt, Jackson, Lafayette, Linn, Livingston, Mercer, Nodaway, Platte, Putnam, Ray, Saline, Sulliven, and Worth.

Fort Lee, VA 23801-5152 (LEE)

Virginia Cities: Bedford, Bristol, Buena Vista, Charlottesville, Clifton Forge, Colonial Heights, Covington, Danville, Emporia, Galax, Hopewell, Lexington, Lynchburg, Martinsville, Norton, Petersburg, Radford, Roanoke, Salem, Staunton, and Waynesboro.
Virginia Counties: Albemarle, Allegheny, Amelia, Amherst, Appomattox, Augusta, Bath, Bedford, Bland, Botetourt, Brunswick, Buchanan, Buckingham, Campbell, Carolina, Carroll, Charlotte, Charles City, Chesterfield, Craig, Cumberland, Dickenson, Dinwiddie, Essex, Floyd, Fluvanna, Franklin, Giles, Goochland, Grayson, Greensville, Halifax, Hanover, Henrico, Henry, Highland, King & Queen, King William, Lee, Louisa, Lunenburg, Mecklenburg, Montgomery, Nelson, New Kent, Nottoway, Patrick, Pittsylvania, Powhatan, Prince Edward, Prince George, Pulaski, Rockbridge, Roanoke, Russell, Scott, Smyth, Surry, Sussex, Tazewell, Washington, Wise, Wythe

Fort Leonard Wood, MO 65473-5000 (LEO)

Missouri Counties: Adair, Audrain, Barry, Bates, Barton, Benton, Bollinger, Boone, Butler, Callaway, Camden, Cape Girardeau, Carter, Cass, Cedar, Christian, Clark, Cole, Cooper, Crawford, Dade, Dallas, Dent, Douglas, Dunklin, Franklin, Gasconade, Greene, Henry, Hickory, Howard, Howell, Iron, Jasper, Jefferson, Johnson, Knox, Laclede, Lawrence, Lewis, Lincoln, Macon, Madison, Maries, Marion, McDonald, Miller, Mississippi, Moniteau, Monroe, Montgomery, Morgan, New Madrid, Newton, Oregon, Osage, Ozark, Pemiscot, Perry, Pettis, Phelps, Pike, Polk, Pulaski, Ralls, Randolph, Reynolds, Ripley, Schuyler, Scotland, Scott, Shannon, Shelby, St Charles, St Clair, St Francois, St Louis, Ste Genevieve, Stoddard, Stone, Taney, Texas, Vernon, Warren, Washington, Wayne, Webster, Wright

Fort Lewis, WA 98433-5000 (LEW)

State of **Idaho**.
State of **Montana**.
State of **Oregon**.
State of **Washington**.

California Counties: Alameda, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba.

Fort McPherson, GA 30330-5000 (MCP)

Georgia Counties: Banks, Barrow, Bartow, Butts, Carroll, Catoosa, Chattooga, Cherokee, Clayton, Cobb, Coweta, Dade, Dawson, De Kalb, Douglas, Fannin, Fayette, Floyd, Forsyth, Fulton, Gilmer, Gordon, Gwinnett, Habersham, Hall, Haralson, Heard, Henry, Jackson, Jasper, Lumpkin, Murray, Newton, Paulding, Pickens, Polk, Rabun, Rockdale, Spalding, Towns, Union, Walker, Walton, White, and Whitfield.

Fort George G. Meade, MD 20755-5073 (MEA)

State of **Delaware**.
Maryland City: Baltimore
Maryland Counties: Allegany, Anne Arundel, Baltimore, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Queen Annes, Somerset, St. Mary's, Talbot, Washington, Wicomico, and Worcester.
Commonwealth of Pennsylvania excluding the city of Philadelphia and the Pennsylvania counties of Bucks, Chester, Delaware and Montgomery.
Virginia Counties: Accomack, Clarke, Frederick, Loudoun, and Northampton.
West Virginia Counties: Berkeley, Hampshire, Jefferson, Mineral, and Morgan.

U.S. Army Military District of Washington, Washington, DC 22211-5050 (MDW)

District of Columbia.
Virginia Cities: Alexandria, Fairfax, and Falls Church.
Virginia Counties: Arlington and Fairfax.
Maryland Counties: Montgomery and Prince Georges.

Fort Polk, LA 71459-5000 (POL)

State of **Louisiana.**
State of **Mississippi.**
Texas Counties: Chambers, Hardin, Jasper, Jefferson, Liberty, Newton, Orange, Polk, and Tyler.

Fort Richardson, AK (ALA)

State of **Alaska.**

Fort Riley, KS 66442-6621 (RIL)
> State of **Nebraska.**
>
> **Kansas Counties:** Allen, Anderson, Barber, Barton, Bourbon, Butler, Chase, Chautauqua, Cherokee, Cheyenne, Clark, Clay, Cloud, Coffey, Comanche, Cowley, Crawford, Decatur, Dickinson, Edwards, Elk, Ellis, Ellsworth, Finney, Ford, Franklin, Geary, Gove, Graham, Grant, Gray, Greeley, Greenwood, Hamilton, Harper, Harvey, Haskell, Hodgeman, Jewell, Kearny, Kingman, Kiowa, Labette, Lane, Lincoln, Linn, Logan, Lyon, Marion, McPherson, Meade, Miami, Mitchell, Montgomery, Morris, Morton, Neosho, Ness, Norton, Osage, Osborne, Ottawa, Pottawatomie, Pawnee, Phillips, Pratt, Rawlins, Reno, Republic, Rice, Riley, Rooks, Rush, Russell, Saline, Scott, Sedgwick, Seward, Shawnee, Sheridan, Sherman, Smith, Stanton, Stafford, Stevens, Sumner, Thomas, Trego, Wabaunsee, Wallace, Washington, Wichita, Wilson, and Woodson.

Fort Rucker, AL 36362-5127 (RUC)
> **Alabama Counties:** Baldwin, Barbour, Bibb, Blount, Butler, Cherokee, Choctaw, Clarke, Clay, Cleburne, Coffee, Colbert, Conecuh, Covington, Crenshaw, Cullman, Dale, Dallas, De Kalb, Escambia, Etowah, Geneva, Greene, Hale, Henry, Houston, Jackson, Jefferson, Lamar, Lauderdale, Laurence, Limestone, Lowndes, Madison, Marengo, Marion, Marshall, Mobile, Monroe, Morgan, Perry, Pickens, Pike, Randolph, Shelby, St. Clair, Sumter, Talladega, Tuscaloosa, Walker, Washington, and Wilcox.
>
> **Florida Counties:** Bay, Calhoun, Escambia, Gulf, Homes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington.

Fort Sam Houston, TX 78234-5000 (FSH)
> **Texas Counties:** Aransas, Atascosa, Austin, Bandera, Bee, Bexar, Brazoria, Brooks, Caldwell, Cameron, Calhoun, Colorado, Comal, Converse, De Witt, Dimmit, Duval, Edwards, Fayette, Floresville, Fort Bend, Frio, Galveston, Goliad, Gonzales, Guadalupe, Harris, Hays, Hidalgo, Jackson, Jim Hogg, Jim Wells, Karnes, Kendall, Kenedy, Kerr, Kinney, Kleberg, La Salle, Lavaca, Live Oak, Matagorda, Maverick, McMullen, Medina, Nueces, Real, Refugio, San Patricio, Starr, Three Rivers, Uvalde, Val Verde, Victoria, Waller, Webb, Wharton, Willacy, Wilson, Zapata, and Zavala.

Fort Sill, Ok 73503-5100 (SIL)
> State of **Arkansas**.
> State of **Oklahoma**.

Fort Stewart, GA 31314-5000 (STE)

Georgia Counties: Appling, Atkinson, Bacon, Brantley, Bryan, Bulloch, Camden, Candler, Charlton, Chatham, Coffee, Effingham, Evans, Glynn, Jeff Davis, Liberty, Long, McIntosh, Montgomery, Pierce, Tattnall, Telfair, Toombs, Treutlen, Ware, Wayne, and Wheeler.

Florida Counties: Alachua, Baker, Bradford, Brevard, Broward, Charlotte, Citrus, Clay, Collier, Dade, De Soto, Duval, Flagler, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Indian River, Lake, Lee, Levy, Manatee, Marion, Martin, Monroe, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Union, and Volusia.

South Carolina Counties: Beaufort and Jasper.

Schofield Barracks, HI (HAW)

State of **Hawaii** (includes Guam and neighboring islands, i.e., Marianas, American Samoa, Palau, etc.)

U.S. Army Europe (EUR)

European Countries: Albania, Andorra, Austria, Belgium, Bosnia, Bulgaria, Crete, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Liechtenstein, Luxembourg, Macedonia, Malta, Mediterranean Sea and Islands, Monaco, Netherlands, Northern Ireland, Norway, Poland, Portugal (including the Azores), Romania, San Marino, Scotland, Serbia, Slovakia, Spain, Sweden, Switzerland, Turkey, United Kingdom, and Wales.

African Countries: Algeria, Angola, Botswana, Burundi, Cameroon, Central African Republic, Chad, Congo, Democratic Republic of Congo, Gabon, Gambia, Ghana, Guinea, Ivory Coast, Lesotho, Liberia, Libya, Malawi, Mali, Morocco, Mozambique, Niger, Nigeria, Guinea-Bissau, Republic of Benin (formerly Dahomey), Republic of Guinea, Rwanda, Senegal, Mauritania, Sao Tome and Principe, Sierra Leone, South Africa, Swaziland, Tanzania, Togo, Tunisia, Burkina Faso (formerly Upper Volta), Uganda, Western Sahara Zaire, Zambia, and Zimbabwe.

U.S. Army Garrison, Japan (JAP)

9th TSC – Camp Zama
All prefectures except Okinawa

U.S. Forces Korea (KOR)
>Korea
>Philippines
>Thailand
>Cambodia
>China, including Hong Kong

Casualty Area Command – Kuwait (Contingency CAC)
>**Arabian Peninsula:** Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates, and Yemen.
>**Horn of Africa:** Djibouti, Eritrea, Ethiopia, Seychelles, Somalia, and Sudan.
>**South Asia:** Afghanistan and Pakistan.
>**Central Asia:** Kazakhstan, Kyrgyzstan, Turkmenistan, and Uzbekistan.