

STP 10-92M15-SM-TG

MORTUARY AFFAIRS SPECIALIST

SOLDIER'S MANUAL/TRAINER'S GUIDE

MOS 92M – SKILL LEVELS 1/2/3/4/5

MARCH 2003

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

**HEADQUARTERS
DEPARTMENT OF THE ARMY**

SOLDIER'S MANUAL and TRAINER'S GUIDE

MOS 92M

MORTUARY AFFAIRS SPECIALIST

Skill Levels 1, 2, 3, 4 and 5

TABLE OF CONTENTS

	<u>PAGE</u>
Table of Contents	i
PREFACE	vi
Chapter 1. Introduction	1-1
Chapter 2. Training Guide	2-1
2-1. General	2-1
2-2. Subject Area Codes	2-3
2-3. Duty Position Training Requirements	2-4
2-4. Critical Tasks List.....	2-5
Chapter 3. MOS/Skill Level Tasks	3-1
Skill Level 1	
Subject Area 1: Search and Recovery	
101-515-1104 Search for Remains	3-1
101-515-1201 Prepare a Search & Recovery Case File	3-4
101-515-1354 Recover Remains.....	3-6
101-515-1601 Plot Position Using GPS	3-8
101-515-1603 Assist With Recovery Site Sketch.....	3-10

¹DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

*This publication supersedes STP 10-57F14-SM-TG, 28 February 1989.

101-515-1604	Record data on DD Form 1074 (Questionnaire of Local Inhabitants)	3-14
101-515-1605	Record Data on DD Form 567 (Record of Search and Recovery)	3-17
101-515-1616	Excavate Recovery Site	3-19
101-515-1642	Record Data on DD Form 1076 (Military Operations Record of Personal Effects of Deceased personnel)	3-21
101-515-1643	Record data on DD Form 565 (Statement of Recognition of Deceased Personnel)	3-24
101-515-1651	Set Up Grid System for Recovery Site	3-26
101-515-1652	Operate Transit (Theodolite).....	3-29
101-515-1653	Operate a Metal Detector.....	3-32

Subject Area 2: Collection Point

101-515-1202	Prepare a Collection Point Case File	3-34
101-515-1404	Receive Remains, Effects and Records at a Collection Point (CP).....	3-36
101-515-1106	Process Remains, Effects and Records at a Collection Point	3-40
101-515-1607	Record Data on DD Form 1077 (Collection Point Register of Deceased Personnel)	3-43
101-515-1609	Record Data on DD Form 1075 (Convoy List of Remains of Deceased Personnel)	3-45
101-515-1644	Record Data on DD Form 894 (Record of Identification Processing-Fingerprint Chart)	3-47
101-515-1646	Record Data on DD Form 890 (Record of Identification Processing-Effects and Physical Data)	3-50
101-515-1608	Ship Remains, Effects, and Records from a Collection Point.....	3-53

Subject Area 3: MA Decontamination Point

101-515-1707	Receive Remains at a MADCP Dismount Site	3-56
101-515-1210	Process Remains at a MADCP Reception Station	3-58
101-515-1708	Process Remains at a MADCP Wash/Rinse Station	3-60
101-515-1212	Process Remains at a MADCP Detection/Quality Control Station	3-62
101-515-1213	Process Remains at a MADCP Release Station	3-64
101-515-1214	Process Remains at a Theater Quality Control Station	3-66

Subject Area 4: Theater Mortuary Evacuation Point

101-515-1701	Prepare a TMEP Case File	3-68
101-515-1622	Receive Remains, Effects, and Records at a Theater Mortuary Evacuation Point.....	3-70
101-515-1623	Process Remains, Effects, and Records at a Theater Mortuary Evacuation Point.....	3-72
101-515-1645	Prepare AF Form 137 (Footprint Chart).....	3-76
101-515-1633	Prepare Data on DD Form 1149 (Requisition and Invoice/Shipping Document)	3-79
101-515-1634	Prepare DD Form 1387-2 (Special Handling/Certification).....	3-82
101-515-1635	Prepare DD Form 1384 (Transportation Control and Movement Control).....	3-84
101-515-1636	Prepare DD Form 1907 (Signature and Tally Record)	3-89
101-515-1637	Prepare DD Form 1387 (Military Shipment Label).....	3-91
101-515-1624	Ship Remains, Effects, and Records from a Theater Mortuary Evacuation Point.....	3-93

Subject Area 5: Personal Effects Depot

101-515-1702	Prepare a Personal Effects Depot Case File	3-96
101-515-1351	Receive Personal Effects (PE) and Records at a Personal Effects Depot.....	3-97
101-515-1626	Process PE and Records at a PE Depot	3-99

101-515-1350 Store Personal Effects at a Personal Effects Depot 3-101
101-515-1703 Ship Personal Effects From a Personal Effects Depot 3-102

Subject Area 6: Interment/Disinterment

101-515-1704 Prepare Interment Case File..... 3-104
101-515-1611 Receive Remains, Effects, and Records at an Interment Site..... 3-106
101-515-1612 Prepare Remains and Effects for Interment 3-108
101-515-1613 Inter Remains..... 3-111
101-515-1615 Record Data on DD Form 1079 (Interment/Disinterment Register)..... 3-115
101-515-1617 Disinter Remains..... 3-117
101-515-1705 Prepare a Disinterment Case File..... 3-120
101-515-1706 Ship Remains, Effects From a Disinterment Site..... 3-121

Subject Area 7: Mortuary

101-515-1641 Prepare Mortuary Affairs Case File Records for Remains 3-123
101-515-1631 Receive Remains, Effects and Records at a Mortuary 3-125
101-515-1632 Process Remains, Effects and Records at a Mortuary 3-127
101-515-1647 Record Data on DD Form 893 (Record of Identification Processing-
Anatomical Chart)..... 3-129
101-515-1648 Record Data on DD Form 891 (Record of Identification Processing - Dental
Chart)..... 3-131
101-515-1649 Record Data on DD Form 892 (Record of Identification Processing - Skeletal
Chart)..... 3-133
101-515-1638 Ship Remains, Effects, and Records from a Mortuary..... 3-135

Skill Level 2

Subject Area 1: Search and Recovery

101-515-2103 Direct Search for Remains..... 3-138
101-515-2104 Direct Recovery of Remains 3-143
101-515-2201 Prepare Recovery Site Sketch..... 3-146
101-515-2601 Navigate Using GPS 3-148
101-515-2603 Review Completed Search and Recovery Documents for Accuracy..... 3-150
101-515-2616 Direct Excavation of Recovery Site..... 3-152
101-515-2652 Direct Operation of Transit (Theodolite) 3-155
101-515-2653 Direct Use of Metal Detector..... 3-157
101-515-2654 Assist with Site Survey..... 3-160
101-515-2655 Assist with Site Survey Report..... 3-162
101-515-2658 Photograph Remains, Effects, and Recovery Site..... 3-165

Subject Area 2: Collection Point

101-515-2606 Direct Setup of a Collection Point 3-167
101-515-2202 Direct Preparation of CP Case File..... 3-173
101-515-2152 Direct Receipt of Remains, Effects, and Records at a Collection Point (CP)..... 3-175
101-515-2154 Direct Processing of Remains, Effects, and Records at a CP..... 3-178
101-515-2155 Direct Evacuation of Remains, Effects and Records at a CP 3-180

Subject Area 3: MA Decontamination Point

101-515-2628 Direct Mortuary Affairs Decontamination Collection Point (MADCP) Section
Operations 3-182

Subject Area 4: Theater Mortuary Evacuation Point

101-515-2701 Direct Preparation of TMEP Case File..... 3-184
101-515-2622 Direct Receipt of Remains, Effects, and Records at a TMEP 3-186

101-515-2623	Direct Processing of Remains, Effects, and Records at a TMEP	3-190
101-515-2624	Direct Shipment of Remains, Effects, and Records From a TMEP	3-193

Subject Area 5: Personal Effects Depot

101-515-2702	Direct Preparation of PE Depot Case File	3-195
101-515-2625	Direct the Receipt of PE and Records at a PE Depot	3-196
101-515-2626	Direct Processing of PE and Records at a PE Depot.....	3-198
101-515-2355	Direct Shipment of Effects and Records From a PE Depot.....	3-200

Subject Area 6: Interment/Disinterment

101-515-2703	Direct Preparation of Interment Case File	3-202
101-515-2611	Direct Receipt of Remains at an Interment Site.....	3-204
101-515-2612	Direct Preparation of Remains for Burial at an Interment Site.....	3-206
101-515-2613	Direct Interment of Remains	3-209
101-515-2617	Direct Disinterment of Remains	3-211
101-515-2704	Direct Preparation of Disinterment Case File	3-213
101-515-2619	Direct Shipment of Remains, Effects, and Records From a Disinterment Site ...	3-215

Subject Area 7: Mortuary

101-515-2641	Direct Preparation of Mortuary Case File	3-217
101-515-2631	Direct the Receipt of Remains, Effects, and Records at a Mortuary	3-219
101-515-2632	Direct Processing of Remains, Effects, and Records at a Mortuary.....	3-221
101-515-2638	Direct Shipment of Remains, Effects, and Records From a Mortuary.....	3-223

Subject Area 8: Staff

101-515-2224	Coordinate MA Operations on a Battalion Staff.....	3-225
--------------	--	-------

Skill Level 3

Subject Area 1: Search and Recovery

101-515-3601	Confirm Location with GPS.....	3-228
101-515-3602	Organize Search and Recovery Team Operations.....	3-230
101-515-3654	Conduct Site Survey	3-233
101-515-3655	Prepare Site Survey/Investigation Report.....	3-235
101-515-3701	Supervise Recovery Operations	3-237
101-515-3702	Review Search and Recovery Case File	3-240

Subject Area 2: Collection Point

101-515-3607	Organize Collection Point Operations.....	3-241
--------------	---	-------

Subject Area 3: MA Decontamination Point

101-515-3628	Supervise Mortuary Affairs Decontamination Collection Point (MADCP) Operations	3-244
--------------	--	-------

Subject Area 4: Theater Mortuary Evacuation Point

101-515-3207	Review TMEP Case File	3-258
101-515-3703	Supervise TMEP Administrative Section	3-260
101-515-3204	Supervise TMEP Receiving Section	3-263
101-515-3205	Supervise TMEP Processing Section	3-265
101-515-3206	Supervise TMEP Shipping Section.....	3-267

Subject Area 6: Interment/Disinterment

101-515-3210	Review Interment Case File.....	3-269
101-515-3611	Organize Interment Operations.....	3-271
101-515-3211	Review Disinterment Case File.....	3-273
101-515-3617	Organize Disinterment Operations.....	3-275

Subject Area 7: Mortuary

101-515-3209 Review Mortuary Case File..... 3-277
101-515-3208 Assist the Mortuary Officer in MA Operations..... 3-279
101-515-3631 Supervise Mortuary Sections 3-281

Subject Area 8: Staff

101-515-3661 Coordinate Mortuary Affairs Operations on Battalion or Higher Staff Level 3-285

Skill Level 4

Subject Area 1: Search and Recovery

101-515-4501 Supervise the Employment of a GPS 3-287

Subject Area 2: Collection Point

101-515-4507 Supervise Collection Point Operations 3-289

Subject Area 4: Theater Mortuary Evacuation Point

101-515-4522 Supervise Theater Mortuary Evacuation Point (TMEP)..... 3-294

Subject Area 5: Personal Effects Depot

101-515-4525 Supervise Personal Effects Depot Operations 3-297

Subject Area 6: Interment/Disinterment

101-515-4511 Supervise Interment Operations 3-299
101-515-4512 Coordinate Support for Interment Operations..... 3-301
101-515-4517 Supervise Disinterment Operations 3-306

Subject Area 8: Staff

101-515-4202 Coordinate Mortuary Affairs Operations at Division or Higher Level 3-308
101-515-4203 Conduct Readiness Inspections of Mortuary Affairs Organizations 3-310
101-515-4528 Coordinate MADCP Operations in Theater 3-312
101-515-4701 Coordinate Search and Recovery Operations 3-314

Skill Level 5

Subject Area 8: Staff

101-515-5102 Develop Plans and Procedures for Mortuary Affairs Operations..... 3-316
101-515-5103 Direct and Establish Procedures on Search and Recovery and Evacuation of
Remains 3-319
101-515-5104 Coordinate the Employment of MA Activities..... 3-321
101-515-5105 Develop Procedures for Contingency Plans in Support of MA Activities..... 3-328
101-515-5106 Provide Guidance to Service Components on Disposition of Remains and
Associated PE 3-330
101-515-5108 Coordinate with Service Component Commands for Data on Missing and
Deceased Personnel 3-331
101-515-5109 Coordinate for Return of Remains and Effects 3-333
101-515-5111 Coordinate Interments and Provide Guidance to the Commander..... 3-335
101-515-5117 Coordinate Disinterments and Provide Guidance to the Commander..... 3-337
101-515-5118 Maintain Equipment Inventory Data on Service Component MA Elements 3-339
101-515-5125 Monitor Procedures in the Theater of Operations for the Receipt, Storage,
Safeguarding and Further Disposition of PE 3-341
101-515-5201 Monitor Readiness of MA Assets..... 3-343
101-515-5202 Coordinate Procedural Guidance Concerning Transfer of Remains and PE 3-345

Glossary 88-1

Supporting References 99-1

PREFACE

This soldier training publication (STP) is intended for soldiers holding MOS 92M, Skill Levels 1, 2, 3, 4, and 5, their supervisors, trainers, and commanders. It contains an MOS Training Plan providing information needed to plan, conduct, and evaluate unit training, one of the most important jobs of military leaders. It includes standardized training objectives in the form of task summaries that can be used to train and evaluate soldiers on critical tasks supporting unit missions during wartime.

Soldiers holding MOS 92M should have access to this publication. Trainers and first-line supervisors should actively plan for soldiers' access, making it available in work areas, unit learning centers, and unit libraries. However, it is not intended for an individual copy to be provided to each MOS holder. The STP is obtainable on line from the Reimer Digital Library (RDL).

Tasks in the manual apply to both Active and Reserve Component soldiers.

The proponent of this publication is USAQMC&S. Submit comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Department of the Army, ATTN: ATSM-MA, 1201 22d Street, Fort Lee VA 23801-1601.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

CHAPTER 1

Introduction

CHAPTER 1 OVERVIEW

1-1. **GENERAL.** The soldier training publication (STP) identifies the individual military occupational specialty (MOS) training requirements for soldiers holding MOS 92M. Another source of STP task data is the General Dennis J. Reimer Training and Doctrine Digital Library at <http://www.adtdl.army.mil/atdls.htm>. Commanders, trainers, and soldiers should use the STP to plan, conduct, and evaluate individual training in units. The STP is the primary MOS/AOC reference to support the self-development and training of every soldier in the unit. It is used with the Soldier's Manual of Common Tasks, Army training and evaluation programs (ARTEPs), and FM 7-0, *Training the Force*, to establish effective training plans and programs that integrate soldier, leader, and collective tasks. This chapter explains how to use the STP in establishing an effective individual training program. It includes doctrinal principles and implications outlined in FM 7-0. Based on these guidelines, commanders and unit trainers must tailor the information to meet the requirements for their specific unit.

1-2. **TRAINING REQUIREMENT.** Every soldier, noncommissioned officer (NCO), warrant officer, and officer has one primary mission -- to be trained and ready to fight and win our nation's wars. Success in battle does not happen by accident; it is a direct result of tough, realistic, and challenging training.

a. Operational Environment

(1) Commanders and leaders at all levels must conduct training with respect to a wide variety of operational missions across the full spectrum of operations; these operations may include combined arms, joint, multinational, and interagency considerations, and span the entire breadth of terrain and environmental possibilities. Commanders must strive to set the daily training conditions as closely as possible to those expected for actual operations.

(2) The operational missions of the Army include not only war, but also military operations other than war (MOOTW). Operations may be conducted as major combat operations, a small-scale contingency, or a peacetime military engagement. Offensive and defensive operations normally dominate military operations in war along with some small-scale contingencies. Stability operations and support operations dominate in MOOTW. Commanders at all echelons may combine different types of operations simultaneously and sequentially to accomplish missions in war and MOOTW. These missions require training since future conflict will likely involve a mix of combat and MOOTW, often concurrently. The range of possible missions complicates training. Army forces cannot train for every possible mission; they train for war and prepare for specific missions as time and circumstances permit.

(3) Our forces today use a train-alert-deploy sequence. We cannot count on the time or opportunity to correct or make up training deficiencies after deployment.

Maintaining forces that are ready now, places increased emphasis on training and the priority of training. This concept is a key link between operational and training doctrine.

(4) Units train to be ready for war based on the requirements of a precise and specific mission; in the process they develop a foundation of combat skills that can be refined based on the requirements of the assigned mission. Upon alert, commanders assess and refine from this foundation of skills. In the train-alert-deploy process, commanders use whatever time the alert cycle provides to continue refinement of mission-focused training. Training continues during time available between alert notification and deployment, between deployment and employment, and even during employment as units adapt to the specific battlefield environment and assimilate combat replacements.

b. How the Army Trains the Army

(1) Training is a team effort and the entire Army -- Department of the Army, major commands (MACOMs), the institutional training base, units, the combat training centers (CTCs), each individual soldier and the civilian workforce -- has a role that contributes to force readiness. Department of the Army and MACOMs are responsible for resourcing the Army to train. The Institutional Army, including schools, training centers, and NCO academies, for example, train soldiers and leaders to take their place in units in the Army by teaching the doctrine and tactics, techniques, and procedures (TTP). Units, leaders, and individuals train to standard on their assigned critical individual tasks. The unit trains first as an organic unit and then as an integrated component of a team. Before the unit can be trained to function as a team, each soldier must be trained to perform their individual supporting tasks to standard. Operational deployments and major training opportunities, such as major training exercises, CTCs, and ARTEPs provide rigorous, realistic, and stressful training and operational experience under actual or simulated combat and operational conditions to enhance unit readiness and produce bold, innovative leaders. The result of this Army-wide team effort is a training and leader development system that is unrivaled in the world. Effective training produces the force -- soldiers, leaders, and units -- that can successfully execute any assigned mission.

(2) The Army Training and Leader Development Model centers on developing trained and ready units led by competent and confident leaders. The model depicts an important dynamic that creates a lifelong learning process. The three core domains that shape the critical learning experiences throughout a soldiers and leaders time span are the operational, institutional, and self-development domains. Together, these domains interact using feedback and assessment from various sources and methods to maximize warfighting readiness. Each domain has specific, measurable actions that must occur to develop our leaders.

- The operational domain includes home station training, CTC rotations, and joint training exercises and deployments that satisfy national objectives. Each of these actions provides foundational experiences for soldier, leader, and unit development.
- The institutional domain focuses on educating and training soldiers and leaders on the key knowledge, skills and attributes required to operate in

any environment. It includes individual, unit and joint schools, and advanced education.

- The self-development domain, both structured and informal, focuses on taking those actions necessary to reduce or eliminate the gap between operational and institutional experiences.

(3) Throughout this lifelong learning and experience process, there is formal and informal assessment and feedback of performance to prepare leaders and soldiers for their next level of responsibility. Assessment is the method used to determine the proficiency and potential of leaders against a known standard. Feedback must be clear, formative guidance directly related to the outcome of training events measured against standards.

c. **Leader Training and Leader Development**

(1) Competent and confident leaders are a prerequisite to the successful training of units. It is important to understand that leader training and leader development are integral parts of unit readiness. Leaders are inherently soldiers first and should be technically and tactically proficient in basic soldier skills. They are also adaptive, capable of sensing their environment, adjusting the plan when appropriate, and properly applying the proficiency acquired through training.

(2) Leader training is an expansion of these skills that qualifies them to lead other soldiers. As such, doctrine and principles of training require the same level of attention of senior commanders. Leader training occurs in the Institutional Army, the unit, the CTCs, and through self-development. Leader training is just one portion of leader development.

(3) Leader development is the deliberate, continuous, sequential, and progressive process, grounded in Army values, that grows soldiers and civilians into competent and confident leaders capable of decisive action. Leader development is achieved through the life-long synthesis of the knowledge, skills, and experiences gained through institutional training and education, organizational training, operational experience, and self-development. Commanders play the key roll in leader development that ideally produces tactically and technically competent, confident, and adaptive leaders who act with boldness and initiative in dynamic, complex situations to execute mission-type orders achieving the commander's intent.

d. **Training Responsibility.** Soldier and leader training and development continue in the unit. Using the institutional foundation, training in organizations and units focuses and hones individual and team skills and knowledge.

(1) **Commander Responsibility**

(a) The unit commander is responsible for the wartime readiness of all elements in the formation. The commander is, therefore, the primary trainer of the organization and is responsible for ensuring that all training is conducted in accordance with the STP to the Army standard.

(b) Commanders ensure STP standards are met during all training. If a soldier fails to meet established standards for identified MOS tasks, the soldier must retrain until the tasks are performed to standard. Training to standard on MOS tasks is more important than completion of a unit training event such as an ARTEP. The objective is to focus on sustaining MOS proficiency -- this is the critical factor commanders must adhere to when training individual soldiers units.

(2) **NCO Responsibility**

(a) A great strength of the US Army is its professional NCO Corps who takes pride in being responsible for the individual training of soldiers, crews, and small teams. The NCO support channel parallels and complements the chain of command. It is a channel of communication and supervision from the Command Sergeant Major (CSM) to the First Sergeants (1SGs) and then to other NCOs and enlisted personnel. NCOs train soldiers to the non-negotiable standards published in STPs. Commanders delegate authority to NCOs in the support channel as the primary trainers of individual, crew, and small team training. Commanders hold NCOs responsible for conducting standards-based, performance-oriented, battle-focused training and providing feedback on individual, crew, and team proficiency. Commanders define responsibilities and authority of their NCOs to their staffs and subordinates.

(b) NCOs continue the soldierization process of newly assigned enlisted soldiers, and begin their professional development. NCOs are responsible for conducting standards-based, performance-oriented, battle-focused training. They identify specific individual, crew, and small team tasks that support the unit's collective mission essential tasks; plan, prepare, rehearse, and execute training; and evaluate training and conduct after action reviews (AARs) to provide feedback to the commander on individual, crew, and small team proficiency. Senior NCOs coach junior NCOs to master a wide range of individual tasks.

(3) **Soldier Responsibility.** Each soldier is responsible for performing individual tasks identified by the first-line supervisor based on the unit's mission essential task list (METL). Soldiers must perform tasks to the standards included in the task summary. If soldiers have questions about tasks or which tasks in this manual they must perform, they are responsible for asking their first-line supervisor for clarification, assistance, and guidance. First-line supervisors know how to perform each task or can direct soldiers to appropriate training materials, including current field manuals, technical manuals, and Army regulations. Soldiers are responsible for using these materials to maintain performance. They are also responsible for maintaining standard performance levels of all Soldier's Manual of Common Tasks at their current skill level and below. Periodically, soldiers should ask their supervisor or another soldier to check their performance to ensure that they can perform the tasks.

1-3. **BATTLE-FOCUSED TRAINING.** Battle focus is a concept used to derive peacetime training requirements from assigned and anticipated missions. The priority of training in units is to train to standard on the wartime mission. Battle focus guides the planning, preparation, execution, and assessment of each organization's training program to ensure its members train as they are going to fight. Battle focus is critical throughout the entire training process and is used by commanders to allocate resources for training based on wartime and operational mission

requirements. Battle focus enables commanders and staffs at all echelons to structure a training program that copes with non-mission-related requirements while focusing on mission essential training activities. It is recognized that a unit cannot attain proficiency to standard on every task whether due to time or other resource constraints. However, unit commanders can achieve a successful training program by consciously focusing on a reduced number of METL tasks that are essential to mission accomplishment.

a. **Linkage Between METL and STP.** A critical aspect of the battle focus concept is to understand the responsibility for and the linkage between the collective mission essential tasks and the individual tasks that support them. For example, the commander and the CSM/1SG must jointly coordinate the collective mission essential tasks and supporting individual tasks on which the unit will concentrate its efforts during a given period. This task hierarchy is provided in the task database at the Reimer Digital Library. The CSM/1SG must select the specific individual tasks that support each collective task to be trained. Although NCOs have the primary role in training and sustaining individual soldier skills, officers at every echelon remain responsible for training to established standards during both individual and collective training. Battle focus is applied to all missions across the full spectrum of operations.

b. **Relationship of STPs to Battle-focused Training.** The two key components of any STP are the soldier's manual (SM) and training guide (TG). Each gives leaders important information to help implement the battle-focused training process. The training guide relates soldier and leader tasks in the MOS and skill level to duty positions and equipment. It states where the task is trained, how often training should occur to sustain proficiency, and who in the unit should be trained. As leaders assess and plan training, they should rely on the training guide to help identify training needs.

(1) Leaders conduct and evaluate training based on Army-wide training objectives and on the task standards published in the soldier's manual task summaries or in the Reimer Digital Library. The task summaries ensure that --

- Trainers in every unit and location define task standards the same way
- Trainers evaluate all soldiers to the same standards

(2) Figure 1-1 shows how battle-focused training relates to the training guide and soldier's manual:

- The left column shows the steps involved in training soldiers
- The right column shows how the STP supports each of these steps

BATTLE-FOCUS PROCESS	STP SUPPORT PROCESS
Select supporting soldier tasks	Use TG to relate tasks to METL
Conduct training assessment	Use TG to define what soldier tasks to assess
Determine training objectives	Use TG to set objectives
Determine strategy; plan for training	Use TG to relate soldier tasks to strategy

Conduct pre-execution checks	Use SM task summary as source for task performance
Execute training; conduct after action review	Use SM task summary as source for task performance
Evaluate training against established standards	Use SM task summary as standard for evaluation

Figure 1-1. Relationship of Battle-focused Training and STP

1-4. **TASK SUMMARY FORMAT.** Task summaries outline the wartime performance requirements of each critical task in the SM. They provide the soldier and the trainer with the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include information the soldier must know and the skills that he must perform to standards for each task. The format of the task summaries included in this SM is as follows:

- a. **Task Number.** A 10-digit number identifies each task or skill. This task number, along with the task title, must be included in any correspondence pertaining to the task.
- b. **Task Title.** The task title identifies the action to be performed.
- c. **Conditions.** The task conditions identify all the equipment, tools, references, job aids, and supporting personnel that the soldier needs to use to perform the task in wartime. This section identifies any environmental conditions that can alter task performance, such as visibility, temperature, or wind. This section also identifies any specific cues or events that trigger task performance, such as a chemical attack or identification of a threat vehicle.
- d. **Standards.** The task standards describe how well and to what level the task must be performed under wartime conditions. Standards are typically described in terms of accuracy, completeness, and speed.
- e. **Training and Evaluation.** The training evaluation section identifies specific actions, known as performance steps, that the soldier must do to successfully complete the task. These actions are in the evaluation guide section of the task summary and are listed in a pass/fail format for easy evaluation. For some tasks, the training and evaluation section may also include detailed training information in a training information outline and an evaluation preparation section. The evaluation preparation section indicates necessary modifications to task performance in order to train and evaluate a task that cannot be trained to the wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications, and any instructions that should be given to the soldier before evaluation.
- f. **References.** This section identifies references that provide more detailed and thorough explanations of task performance requirements than those given in the task summary description.
- g. **Warnings and Notes.** Warnings alert users to the possibility of immediate personal injury or damage to equipment. Notes provide a supportive explanation or hint that relates to the performance standards.

1-5. **TRAINING EXECUTION.** All good training, regardless of the specific collective, leader, and individual tasks being executed, must comply with certain common requirements. These include adequate preparation, effective presentation and practice, and thorough evaluation. The execution of training includes preparation for training, conduct of training, and recovery from training.

a. **Preparation for Training.** Formal near-term planning for training culminates with the publication of the unit training schedule. Informal planning, detailed coordination, and preparation for executing the training continue until the training is performed. Commanders and other trainers use training meetings to assign responsibility for preparation of all scheduled training. Preparation for training includes selecting tasks to be trained, planning the conduct of the training, training the trainers, reconnaissance of the site, issuing the training execution plan, and conducting rehearsals and pre-execution checks. Pre-execution checks are preliminary actions commanders and trainers use to identify responsibility for these and other training support tasks. They are used to monitor preparation activities and to follow up to ensure planned training is conducted to standard. Pre-execution checks are a critical portion of any training meeting. During preparation for training, battalion and company commanders identify and eliminate potential training distracters that develop within their own organizations. They also stress personnel accountability to ensure maximum attendance at training.

(1) Subordinate leaders, as a result of the bottom-up feed from internal training meetings, identify and select the individual tasks necessary to support the identified training objectives. Commanders develop the tentative plan to include requirements for preparatory training, concurrent training, and training resources. At a minimum, the training plan should include confirmation of training areas and locations, training ammunition allocations, training simulations and simulators availability, transportation requirements, soldier support items, a risk management analysis, assignment of responsibility for the training, designation of trainers responsible for approved training, and final coordination. The time and other necessary resources for retraining must also be an integral part of the original training plan.

(2) Leaders, trainers, and evaluators are identified, trained to standard, and rehearsed prior to the conduct of the training. Leaders and trainers are coached on how to train, given time to prepare, and rehearsed so that training will be challenging and doctrinally correct. Commanders ensure that trainers and evaluators are not only tactically and technically competent on their training tasks, but also understand how the training relates to the organization's METL. Properly prepared trainers, evaluators, and leaders project confidence and enthusiasm to those being trained. Trainer and leader training is a critical event in the preparation phase of training. These individuals must demonstrate proficiency on the selected tasks prior to the conduct of training.

(3) Commanders, with their subordinate leaders and trainers, conduct site reconnaissance, identify additional training support requirements, and refine and issue the training execution plan. The training plan should identify all those elements necessary to ensure the conduct of training to standard. Rehearsals are essential to the execution of good training. Realistic, standards-based, performance-oriented training requires rehearsals for trainers, support

personnel, and evaluators. Preparing for training in Reserve Component (RC) organizations can require complex pre-execution checks. RC trainers must often conduct detailed coordination to obtain equipment, training support system products and ammunition from distant locations. In addition, RC pre-execution checks may be required to coordinate Active Component assistance from the numbered CONUSA, training support divisions, and directed training affiliations.

b. Conduct of Training. Ideally, training is executed using the crawl-walk-run approach. This allows and promotes an objective, standards-based approach to training. Training starts at the basic level. Crawl events are relatively simple to conduct and require minimum support from the unit. After the crawl stage, training becomes incrementally more difficult, requiring more resources from the unit and home station, and increasing the level of realism. At the run stage, the level of difficulty for the training event intensifies. Run stage training requires optimum resources and ideally approaches the level of realism expected in combat. Progression from the walk to the run stage for a particular task may occur during a one-day training exercise or may require a succession of training periods over time. Achievement of the Army standard determines progression between stages.

(1) In crawl-walk-run training, the tasks and the standards remain the same; however, the conditions under which they are trained change. Commanders may change the conditions, for example, by increasing the difficulty of the conditions under which the task is being performed, increasing the tempo of the task training, increasing the number of tasks being trained, or by increasing the number of personnel involved in the training. Whichever approach is used, it is important that all leaders and soldiers involved understand in which stage they are currently training and understand the Army standard.

(2) An AAR is immediately conducted and may result in the need for additional training. Any task that was not conducted to standard should be retrained. Retraining should be conducted at the earliest opportunity. Commanders should program time and other resources for retraining as an integral part of their training plan. Training is incomplete until the task is trained to standard. Soldiers will remember the standard enforced, not the one discussed.

c. Recovery From Training. The recovery process is an extension of training, and once completed, it signifies the end of the training event. At a minimum, recovery includes conduct of maintenance training, turn-in of training support items, and the conduct of AARs that review the overall effectiveness of the training just completed.

(1) Maintenance training is the conduct of post-operations preventive maintenance checks and services, accountability of organizational and individual equipment, and final inspections. Class IV, Class V, TADSS and other support items are maintained, accounted for, and turned-in, and training sites and facilities are closed out.

(2) AARs conducted during recovery focus on collective, leader, and individual task performance, and on the planning, preparation and conduct of the training just completed. Unit AARs focus on individual and collective task performance, and identify shortcomings and the training required to correct deficiencies. AARs with leaders focus on tactical judgment. These AARs contribute to leader learning and provide opportunities for leader

development. AARs with trainers and evaluators provide additional opportunities for leader development.

1-6. **TRAINING ASSESSMENT.** Assessment is the commander's responsibility. It is the commander's judgment of the organization's ability to accomplish its wartime operational mission. Assessment is a continuous process that includes evaluating individual training, conducting an organizational assessment, and preparing a training assessment. The commander uses his experience, feedback from training evaluations, and other evaluations and reports to arrive at his assessment. Assessment is both the end and the beginning of the training management process. Training assessment is more than just training evaluation, and encompasses a wide variety of inputs. Assessments include such diverse systems as training, force integration, logistics, and personnel, and provide the link between the unit's performance and the Army standard. Evaluation of training is, however, a major component of assessment. Training evaluations provide the commander with feedback on the demonstrated training proficiency of soldiers, leaders, battle staffs, and units. Commanders cannot personally observe all training in their organization and, therefore, gather feedback from their senior staff officers and NCOs.

a. Evaluation of Training. Training evaluations are a critical component of any training assessment. Evaluation measures the demonstrated ability of soldiers, commanders, leaders, battle staffs, and units against the Army standard. Evaluation of training is integral to standards-based training and is the cornerstone of leader training and leader development. STPs describe standards that must be met for each soldier task.

(1) All training must be evaluated to measure performance levels against the established Army standard. The evaluation can be as fundamental as an informal, internal evaluation performed by the leader conducting the training. Evaluation is conducted specifically to enable the individual undergoing the training to know whether the training standard has been achieved. Commanders must establish a climate that encourages candid and accurate feedback for the purpose of developing leaders and trained soldiers.

(2) Evaluation of training is not a test; it is not used to find reasons to punish leaders and soldiers. Evaluation tells soldiers whether or not they achieved the Army standard and, therefore, assists them in determining the overall effectiveness of their training plans. Evaluation produces disciplined soldiers, leaders and units. Training without evaluation is a waste of time and resources.

(3) Evaluations are used by leaders as an opportunity to coach and mentor soldiers. A key element in developing leaders is immediate, positive feedback that coaches and leads subordinate leaders to achieve the Army standard. This is a tested and proven path to develop competent, confident adaptive leaders.

b. Evaluators. Commanders must plan for formal evaluation and must ensure the evaluators are trained. These evaluators must also be trained as facilitators to conduct AARs that elicit maximum participation from those being trained. External evaluators will be certified in

the tasks they are evaluating and normally will not be dual-hatted as a participant in the training being executed.

c. **Role of Commanders and Leaders.** Commanders ensure that evaluations take place at each echelon in the organization. Commanders use this feedback to teach, coach, and mentor their subordinates. They ensure that every training event is evaluated as part of training execution and that every trainer conducts evaluations. Commanders use evaluations to focus command attention by requiring evaluation of specific mission essential and battle tasks. They also take advantage of evaluation information to develop appropriate lessons learned for distribution throughout their commands.

d. **After Action Review.** The AAR, whether formal or informal, provides feedback for all training. It is a structured review process that allows participating soldiers, leaders, and units to discover for themselves what happened during the training, why it happened, and how it can be done better. The AAR is a professional discussion that requires the active participation of those being trained. FM 7-1 provides detailed instructions for conducting an AAR and detailed guidance on coaching and critiquing during training.

1-7. **TRAINING SUPPORT.** References have been identified for each task to assist in planning and conducting training. A consolidated list of references identified by type, publication number, and title and a comprehensive glossary of acronyms, abbreviations, and definitions are included in this STP.

1-8. **FEEDBACK.** Recommendations for improvement of this STP are requested. Feedback will help to ensure that this STP answers the training needs of units in the field.

CHAPTER 2

Training Guide

2-1. General. The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP consists of two parts. Each part is designed to assist the commander in preparing a unit training plan that satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

Part One of the MTP shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

Section I lists subject area numbers and titles used throughout the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

- **Duty Position column.** This column lists the duty positions of the MOS, by skill level, which have different training requirements.
- **Subject Area column.** This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.
- **Cross Train column.** This column lists the recommended duty position for which soldiers should be cross trained.
- **Train-up/Merger column.** This column lists the corresponding duty position for the next higher skill level or MOSC the soldier will merge into on promotion.

Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

- **Subject Area column.** This column lists the subject area number and title in the same order as Section I, Part One of the MTP.
- **Task Number column.** This column lists the task numbers for all tasks included in the subject area.
- **Title column.** This column lists the task title for each task in the subject area.
- **Training Location column.** This column identifies the training location where the task is first trained to soldier training publication standards. If the task is first trained to standard in the unit, the word "Unit" will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (ANCOC, BNCOC, etc.), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

AIT	Advanced Individual Training
BNCOC	Basic NCO Course
ANCOC	Advanced NCO Course
UNIT	Trained in the Unit

Figure 2-1. Training Locations

- **Sustainment Training Frequency column.** This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	- Biannually
AN	- Annually
SA	- Semiannually
QT	- Quarterly
MO	- Monthly
BW	- Bi-weekly
WK	- Weekly

Figure 2-2. Sustainment Training Frequency Codes

- **Sustainment Training Skill Level column.** This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

2-2. Subject Area Codes.

Skill Level 1

- 1 Search and Recovery
- 2 Collection Point
- 3 MA Decontamination Point
- 4 Theater Mortuary Evacuation Point
- 5 Personal Effects Depot
- 6 Interment/Disinterment
- 7 Mortuary

Skill Level 2

- 1 Search and Recovery
- 2 Collection Point
- 3 MA Decontamination Point
- 4 Theater Mortuary Evacuation Point
- 5 Personal Effects Depot
- 6 Interment/Disinterment
- 7 Mortuary
- 8 Staff

Skill Level 3

- 1 Search and Recovery
- 2 Collection Point
- 3 MA Decontamination Point
- 4 Theater Mortuary Evacuation Point
- 6 Interment/Disinterment
- 7 Mortuary
- 8 Staff

Skill Level 4

- 1 Search and Recovery
- 2 Collection Point
- 4 Theater Mortuary Evacuation Point
- 5 Personal Effects Depot
- 6 Interment/Disinterment
- 8 Staff

Skill Level 5

- 8 Staff

2-3. Duty Position Training Requirements.

	<u>DUTY POSITION</u>	<u>SUBJECT AREAS</u>	<u>CROSS TRAIN</u>	<u>TRAIN-UP /MERGER</u>
SL 1	Mortuary Affairs Specialist/Effects Records Specialist/ Identification and Effects Specialist/Interment/ Disinterment Specialist	1-7	NA	92M2 Section Chief/ Sergeant
SL 2	Section Chief/Team Sergeant	1-8	Section Chief	92M3 Section Chief/ PE Depot Supervisor/ MA NCO/Mortuary NCO
SL 3	Section Chief/MA NCO/ PE Depot Supervisor/ Mortuary NCOIC/CILHI Team Member	1-8	Section Chief	92M4 Platoon Sergeant/ MA NCO/Operations Sergeant/CILHI Senior Team Sergeant/TMEP NCOIC
SL 4	Platoon Sergeant/MA NCO Operations Sergeant/ CILHI SR Team SGT/ TMEP NCOIC	1-8	Platoon SGT/ MA NCO/ Ops SGT	92M5 1SG/Senior MA NCO/Operations SGT
SL 5	1SG/SGM/ NCOIC Memorial Activities	1-8	NA	Command Sergeant Major

2-4. Critical Tasks List.**MOS TRAINING PLAN
92M15****CRITICAL TASKS**

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 1					
1. Search and Recovery	101-515-1104	Search for Remains	AIT	QT	1-2
	101-515-1201	Prepare a Search & Recovery Case File	AIT	QT	1-2
	101-515-1354	Recover Remains	AIT	QT	1-2
	101-515-1601	Plot Position Using GPS	AIT	QT	1-2
	101-515-1603	Assist With Recovery Site Sketch	AIT	QT	1-2
	101-515-1604	Record Data on DD Form 1074 (Questionnaire of Local Inhabitants)	AIT	QT	1-2
	101-515-1605	Record Data on DD Form 567 (Record of Search and Recovery)	AIT	QT	1-2
	101-515-1616	Excavate Recovery Site	AIT	QT	1-2
	101-515-1642	Record Data on DD Form 1076 (Military Operations Record of Personal Effects of Deceased personnel)	AIT	QT	1-2
	101-515-1643	Record Data on DD Form 565 (Statement of Recognition of Deceased Personnel)	AIT	QT	1-2
	101-515-1651	Set Up Grid System for Recovery Site	AIT	QT	1-2
	101-515-1652	Operate Transit (Theodolite)	AIT	QT	1-2
	101-515-1653	Operate a Metal Detector	AIT	QT	1-2
2. Collection Point	101-515-1202	Prepare a Collection Point Case File	AIT	QT	1-2
	101-515-1404	Receive Remains, Effects and Records at a Collection Point (CP)	AIT	QT	1-2
	101-515-1106	Process Remains, Effects and Records at a Collection Point	AIT	QT	1-2
	101-515-1607	Record Data on DD Form 1077 (Collection Point Register of Deceased Personnel)	AIT	QT	1-2
	101-515-1609	Record Data on DD Form 1075 (Convoy List of Remains of Deceased Personnel)	AIT	QT	1-2

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	101-515-1644	Record Data on DD Form 894 (Record of Identification Processing-Fingerprint Chart)	AIT	QT	1-2
	101-515-1646	Record Data on DD Form 890 (Record of Identification Processing-Effects and Physical Data)	AIT	QT	1-2
	101-515-1608	Ship Remains, Effects, and Records from a Collection Point	AIT	QT	1-4
3. MA Decontamination Point	101-515-1707	Receive Remains at a MADCP Dismount Site	AIT	QT	1-2
	101-515-1210	Process Remains at a MADCP Reception Station	AIT	QT	1-2
	101-515-1708	Process Remains at a MADCP Wash/Rinse Station	AIT	QT	1-2
	101-515-1212	Process Remains at a MADCP Detection/Quality Control Station	AIT	QT	1-2
	101-515-1213	Process Remains at a MADCP Release Station	AIT	QT	1-2
	101-515-1214	Process Remains at a Theater Quality Control Station	AIT	QT	1-2
4. Theater Mortuary Evacuation Point	101-515-1701	Prepare a TMEP Case File	AIT	QT	1-2
	101-515-1622	Receive Remains, Effects, and Records at a Theater Mortuary Evacuation Point	AIT	QT	1-2
	101-515-1623	Process Remains, Effects, and Records at a Theater Mortuary Evacuation Point	AIT	QT	1-2
	101-515-1645	Prepare AF Form 137 (Footprint Chart)	AIT	QT	1-2
	101-515-1633	Prepare Data on DD Form 1149 (Requisition and Invoice/Shipping Document)	AIT	QT	1-2
	101-515-1634	Prepare DD Form 1387-2 (Special Handling/Certification)	AIT	QT	1-2
	101-515-1635	Prepare DD Form 1384 (Transportation Control and Movement Control)	AIT	QT	1-2
	101-515-1636	Prepare DD Form 1907 (Signature and Tally Record)	AIT	QT	1-2
	101-515-1637	Prepare DD Form 1387 (Military Shipment Label)	AIT	QT	1-2

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	101-515-1624	Ship Remains, Effects, and Records from a Theater Mortuary Evacuation Point	AIT	QT	1-2
5. Personal Effects Depot	101-515-1702	Prepare a Personal Effects Depot Case File	AIT	QT	1-2
	101-515-1351	Receive Personal Effects (PE) and Records at a Personal Effects Depot	AIT	QT	1-2
	101-515-1626	Process PE and Records at a PE Depot	AIT	QT	1-2
	101-515-1350	Store Personal Effects at a Personal Effects Depot	AIT	QT	1-2
	101-515-1703	Ship Personal Effects From a Personal Effects Depot	AIT	QT	1-2
6. Interment/Disinterment	101-515-1704	Prepare Interment Case File	AIT	QT	1-2
	101-515-1611	Receive Remains, Effects, and Records at an Interment Site	AIT	QT	1-2
	101-515-1612	Prepare Remains and Effects for Interment	AIT	QT	1-2
	101-515-1613	Inter Remains	AIT	QT	1-2
	101-515-1615	Record Data on DD Form 1079 (Interment/Disinterment Register)	AIT	QT	1-2
	101-515-1617	Disinter Remains	AIT	QT	1-2
	101-515-1705	Prepare a Disinterment Case File	AIT	QT	1-2
	101-515-1706	Ship Remains, Effects From a Disinterment Site	AIT	QT	1-2
7. Mortuary	101-515-1641	Prepare Mortuary Affairs Case File Records for Remains	AIT	QT	1-2
	101-515-1631	Receive Remains, Effects and Records at a Mortuary	AIT	QT	1-2
	101-515-1632	Process Remains, Effects and Records at a Mortuary	AIT	QT	1-2
	101-515-1647	Record Data on DD Form 893 (Record of Identification Processing-Anatomical Chart)	AIT	QT	1-2
	101-515-1648	Record Data on DD Form 891 (Record of Identification Processing - Dental Chart)	AIT	QT	1-2
	101-515-1649	Record Data on DD Form 892 (Record of Identification Processing - Skeletal Chart)	AIT	QT	1-2

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	101-515-1638	Ship Remains, Effects, and Records from a Mortuary	AIT	QT	1-2
Skill Level 2					
1. Search and Recovery	101-515-2103	Direct Search for Remains	UNIT	SA	2
	101-515-2104	Direct Recovery of Remains	UNIT	SA	2
	101-515-2201	Prepare Recovery Site Sketch	UNIT	SA	2-4
	101-515-2601	Navigate Using GPS	UNIT	QT	2-4
	101-515-2603	Review Completed Search and Recovery Documents for Accuracy	UNIT	SA	2-4
	101-515-2616	Direct Excavation of Recovery Site	UNIT	SA	2-4
	101-515-2652	Direct Operation of Transit (Theodolite)	UNIT	QT	1-2
	101-515-2653	Direct Use of Metal Detector	UNIT	SA	2
	101-515-2654	Assist with Site Survey	UNIT	SA	2
	101-515-2655	Assist with Site Survey Report	UNIT	SA	2-3
	101-515-2658	Photograph Remains, Effects, and Recovery Site	UNIT	SA	2
2. Collection Point	101-515-2606	Direct Setup of a Collection Point	UNIT	QT	2-4
	101-515-2202	Direct Preparation of CP Case File	UNIT	QT	2-4
	101-515-2152	Direct Receipt of Remains, Effects, and Records at a Collection Point (CP)	UNIT	QT	2-4
	101-515-2154	Direct Processing of Remains, Effects, and Records at a CP	UNIT	QT	2-4
	101-515-2155	Direct Evacuation of Remains, Effects and Records at a CP	UNIT	QT	2-4
3. MA Decontamination Point	101-515-2628	Direct Mortuary Affairs Decontamination Collection Point (MADCP) Section Operations	UNIT	SA	2-3
4. Theater Mortuary Evacuation Point	101-515-2701	Direct Preparation of TMEP Case File	UNIT	SA	2
	101-515-2622	Direct Receipt of Remains, Effects, and Records at a TMEP	UNIT	SA	2

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	101-515-2623	Direct Processing of Remains, Effects, and Records at a TMEP	UNIT	SA	2
	101-515-2624	Direct Shipment of Remains, Effects, and Records From a TMEP	UNIT	SA	2
5. Personal Effects Depot	101-515-2702	Direct Preparation of PE Depot Case File	UNIT	SA	2
	101-515-2625	Direct the Receipt of PE and Records at a PE Depot	UNIT	SA	2
	101-515-2626	Direct Processing of PE and Records at a PE Depot	UNIT	SA	2
	101-515-2355	Direct Shipment of Effects and Records From a PE Depot	UNIT	SA	2
6. Interment/Disinterment	101-515-2703	Direct Preparation of Interment Case File	UNIT	SA	2
	101-515-2611	Direct Receipt of Remains at an Interment Site	UNIT	SA	2-4
	101-515-2612	Direct Preparation of Remains for Burial at an Interment Site	UNIT	SA	2-4
	101-515-2613	Direct Interment of Remains	UNIT	SA	2
	101-515-2617	Direct Disinterment of Remains	UNIT	SA	2
	101-515-2704	Direct Preparation of Disinterment Case File	UNIT	SA	2
	101-515-2619	Direct Shipment of Remains, Effects, and Records From a Disinterment Site	UNIT	SA	2
7. Mortuary	101-515-2641	Direct Preparation of Mortuary Case File	UNIT	SA	2
	101-515-2631	Direct the Receipt of Remains, Effects, and Records at a Mortuary	UNIT	SA	2-4
	101-515-2632	Direct Processing of Remains, Effects, and Records at a Mortuary	UNIT	SA	2
	101-515-2638	Direct Shipment of Remains, Effects, and Records From a Mortuary	UNIT	SA	2
8. Staff	101-515-2224	Coordinate MA Operations on a Battalion Staff	UNIT	SA	2
Skill Level 3					
1. Search and Recovery	101-515-3601	Confirm Location with GPS	BNCOC	SA	3

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	101-515-3602	Organize Search and Recovery Team Operations	BNCOC	SA	3
	101-515-3654	Conduct Site Survey	BNCOC	SA	3
	101-515-3655	Prepare Site Survey/Investigation Report	BNCOC	SA	3
	101-515-3701	Supervise Recovery Operations	BNCOC	SA	3
	101-515-3702	Review Search and Recovery Case File	BNCOC	SA	3
2. Collection Point	101-515-3607	Organize Collection Point Operations	BNCOC	QT	3
3. MA Decontamination Point	101-515-3628	Supervise Mortuary Affairs Decontamination Collection Point (MADCP) Operations	BNCOC	SA	3
4. Theater Mortuary Evacuation Point	101-515-3207	Review TMEP Case File	BNCOC	SA	3
	101-515-3703	Supervise TMEP Administrative Section	BNCOC	SA	3
	101-515-3204	Supervise TMEP Receiving Section	BNCOC	SA	3
	101-515-3205	Supervise TMEP Processing Section	BNCOC	SA	3
	101-515-3206	Supervise TMEP Shipping Section	BNCOC	SA	3
6. Interment/Disinterment	101-515-3210	Review Interment Case File	BNCOC	SA	3
	101-515-3611	Organize Interment Operations	BNCOC	SA	3
	101-515-3211	Review Disinterment Case File	BNCOC	SA	3
	101-515-3617	Organize Disinterment Operations	BNCOC	SA	3
7. Mortuary	101-515-3209	Review Mortuary Case File	BNCOC	SA	3
	101-515-3208	Assist the Mortuary Officer in MA Operations	BNCOC	SA	3
	101-515-3631	Supervise Mortuary Sections	BNCOC	SA	3
8. Staff	101-515-3661	Coordinate Mortuary Affairs Operations on Battalion or Higher Staff Level	BNCOC	SA	3
Skill Level 4					
1. Search and Recovery	101-515-4501	Supervise the Employment of a GPS	ANCOC	SA	4

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
2. Collection Point	101-515-4507	Supervise Collection Point Operations	ANCOC	SA	4
4. Theater Mortuary Evacuation Point	101-515-4522	Supervise Theater Mortuary Evacuation Point (TMEP)	ANCOC	SA	4
5. Personal Effects Depot	101-515-4525	Supervise Personal Effects Depot Operations	ANCOC	SA	4
6. Interment/Disinterment	101-515-4511	Supervise Interment Operations	ANCOC	SA	4
	101-515-4512	Coordinate Support for Interment Operations	ANCOC	SA	4
	101-515-4517	Supervise Disinterment Operations	ANCOC	SA	4
8. Staff	101-515-4202	Coordinate Mortuary Affairs Operations at Division or Higher Level	ANCOC	SA	4
	101-515-4203	Conduct Readiness Inspections of Mortuary Affairs Organizations	ANCOC	SA	4
	101-515-4528	Coordinate MADCP Operations in Theater	ANCOC	SA	4
	101-515-4701	Coordinate Search and Recovery Operations	ANCOC	SA	4
Skill Level 5					
	101-515-5102	Develop Plans and Procedures for Mortuary Affairs Operations	UNIT	AN	5
	101-515-5103	Direct and Establish Procedures on Search and Recovery and Evacuation of Remains	UNIT	AN	5
	101-515-5104	Coordinate the Employment of MA Activities	UNIT	AN	5
	101-515-5105	Develop Procedures for Contingency Plans in Support of MA Activities	UNIT	AN	5
	101-515-5106	Provide Guidance to Service Components on Disposition of Remains and Associated PE	UNIT	AN	5
	101-515-5108	Coordinate with Service Component Commands for Data on Missing and Deceased Personnel	UNIT	AN	5
	101-515-5109	Coordinate for Return of Remains and Effects	UNIT	AN	5
	101-515-5111	Coordinate Interments and Provide Guidance to the Commander	UNIT	AN	5
	101-515-5117	Coordinate Disinterments and Provide	UNIT	AN	5

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
		Guidance to the Commander			
	101-515-5118	Maintain Equipment Inventory Data on Service Component MA Elements	UNIT	AN	5
	101-515-5125	Monitor Procedures in the Theater of Operations for the Receipt, Storage, Safeguarding and Further Disposition of PE	UNIT	AN	5
	101-515-5201	Monitor Readiness of MA Assets	UNIT	AN	5
	101-515-5202	Coordinate Procedural Guidance Concerning Transfer of Remains and PE	UNIT	AN	5

CHAPTER 3

MOS/Skill Level Tasks

Skill Level 1

Subject Area 1: Search and Recovery

Search for Remains

101-515-1104

Conditions: As a mortuary affairs specialist assigned to a Quartermaster Collection Company (MA) in a field environment given JTTP 4-06, DD Forms 565, 567, 1074, and 1076, access to individual and organizational equipment, and a recovery site.

Standards: Search for remains IAW JTTP 4-06.

Performance Steps

1. Receive orders and prepare for search and recovery operations.
 - a. Obtain information from your section chief about the search operations. Make notes of the following during the briefing:
 - (1) Type of mission.
 - (2) Number of remains (not recovered by responsible unit).
 - (3) Description of area to be searched.
 - (4) Terrain conditions.
 - (5) Climatic conditions.
 - (6) Search area's security requirements.
 - (7) Type of transportation used to and from the recovery site.
 - b. Prepare organizational equipment and supplies needed.
 - (1) Obtain quantity of equipment and supplies required to support the search and recovery mission.
 - (2) Obtain one human remains pouch for each remains.
 - (3) Obtain one litter for each remains.
 - (4) Obtain personal effects bags.
 - (5) Obtain wooden pegs for each remains.
 - (6) Obtain color-coded pin flags.

NOTE: Unit SOP or orders from higher will predetermine which color represents what type of possible evidence that could be found during a search.

- (7) Obtain the following forms:
 - (a) DD Form 565.
 - (b) DD Form 567.
 - (c) DD Form 1074.
 - (d) DD Form 1076.
 - (8) Obtain sketch and overlay paper.
 - c. Check items of equipment for condition and serviceability such as rips, tears, missing handles, broken handles, broken zippers, mildew, bloodstains, cracks, chips, rust, condition of paint, and maintenance of equipment and records.
 - d. Notify NCOIC immediately of any deficiencies and make corrections.
 - e. Receive individual equipment packing list needed for search and recovery operation.
2. Prepare vehicles and individual equipment for movement.
 - a. Perform PMCS on individual equipment and assigned vehicles.

Performance Steps

- b. Load equipment and supplies in vehicle(s) according to unit's SOP.
 - (1) Load items last that are needed right away at the recovery site.
 - (2) Secure equipment and supplies with tie down straps and braces when required.
- c. Select and prepare individual equipment.
 - (1) Take only the equipment needed for the mission.
 - (2) Fit and adjust equipment.
 - (3) Balance load-bearing equipment.

3. Assist in movement to recovery site, communications en route, and security.

4. Search for remains.

- a. Determine if local inhabitants have knowledge of remains in the area.
 - (1) Question local inhabitants to see if they know the location of any remains.

NOTE: See Task "101-515-1604" Record Data on DD Form 1074 (Questionnaire of Local Inhabitants).
 (2) Record information obtained from local inhabitants on DD Form 1074.

- b. Use best search methods for particular area.
 - (1) Use open formation, but keeps in sight of the other team members (double arm interval).

NOTE: The open formation is useful where the area to search is large, and the terrain is moderate.
 (2) Use closed formations in which the team members are within arm's reach of each other (close interval).

NOTE: The closed formation is useful in areas where many remains are expected to be recovered. Closed formation is also useful in jungle or wooded areas with undergrowth.

- c. Search areas to locate remains.
 - (1) Be aware of possible booby traps, EOD, or other hazardous situations and notify NCOIC immediately of any signs of danger.
 - (2) Conduct a systematic search of area(s).
 - (3) Search areas where soldiers could conceal themselves while in combat; for example, fighting positions, bunkers, or trenches.
 - (4) Search all tactical vehicles, vessels, landing craft, and aircraft.
 - (5) Search ground where wounded soldiers may hide, for example, hedgerows, behind banks, mounds, trees, or fallen logs.
- d. Search ground for signs of isolated and unmarked graves, such as freshly turned earth, sunken areas, or manmade mounds.
- e. Mark the location of all remains, portions, effects, and material evidence found during search with predetermined color-coded pin flags.
- f. Continue to search 100 meters in all directions around any items found during search.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin(s) or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Received orders and prepared for search and recovery operations.	_____	_____
a. Obtained information from your section chief about the search operations.		
b. Prepared organizational equipment and supplies needed.		
c. Checked items of equipment for condition and serviceability such as rips, tears, missing handles, broken handles, broken zippers, mildew, bloodstains, cracks, chips, rust, condition of paint, and maintenance of equipment and records.		
d. Notified NCOIC immediately of any deficiencies and made corrections.		
e. Received individual equipment packing list.		
2. Prepared vehicles and individual equipment for movement.	_____	_____

Performance Measures

	<u>GO</u>	<u>NO GO</u>
a. Performed PMCS on individual equipment and assigned vehicles.		
b. Loaded equipment and supplies in vehicle(s) according to unit's SOP.		
c. Selected and prepared individual equipment.		
3. Assisted in movement to recovery site, communications en route, and security.	—	—
4. Searched for Remains.	—	—
a. Determined if local inhabitants have knowledge of remains in the area.		
b. Used best search methods for particular area.		
c. Searched areas to locate remains.		
d. Searched ground for signs of isolated and unmarked graves, such as freshly turned earth, sunken areas, or manmade mounds.		
e. Marked locations of all items found.		
f. Extended search area 100 meters beyond any item found.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTPP 4-06

Related

Prepare a Search & Recovery Case File
101-515-1201

Conditions: As a Mortuary Affairs Specialist, given a case file folder for remains, AR 638-2 and JTTP 4-06, your NCOIC has directed you to ensure all documents pertaining to the remains are present.

Standards: Prepare search and recovery case file folder IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Place the following records in the search and recovery case file folder.
 - a. Complete DD Form 567 (Record of Search and Recovery).

NOTE: If no remains are found, prepare one DD Form 567 to document the mission.

 - b. Complete DD Form 565 (Statement of Recognition of Deceased), if applicable.
 - c. Complete recovery site sketch.
 - d. Complete DD Form 1074 (Questionnaire of Local Inhabitants) as applicable.
2. Place video and still photographs of wreckage that includes the location of remains and personal effects, inside the case folder.
3. Place search and recovery case file documents and records associated with the search and recovery operation into a ziplock bag to protect them from body fluids and then place the bag in the human remains pouch.
4. Provide case folder to escort.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin(s) or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Placed the following records in the search and recovery case file folder. <ol style="list-style-type: none"> a. Completed DD Form 567 (Record of Search and Recovery). <p>NOTE: If no remains were found, prepared one DD Form 567 to document the mission.</p> <ol style="list-style-type: none"> b. Completed DD Form 565 (Statement of Recognition of Deceased), if applicable. c. Completed recovery site sketch. d. Completed DD Form 1074 (Questionnaire of Local Inhabitants) as applicable. 	—	—
2. Placed video and still photographs of wreckage, that included the location of remains and personal effects, inside the case folder.	—	—
3. Placed search and recovery case file documents and records associated with the search and recovery operation into a ziplock bag to protect them from body fluids and then placed the bag in the human remains pouch.	—	—
4. Provided case folder to escort.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
- AR 638-2
- JTTP 4-06

Related

Recover Remains

101-515-1354

Conditions: As a mortuary affairs specialist in a field environment assigned to a search and recovery team given JTTP 4-06, remains located during a search, shovels, picks, tow chains, cables, rope (minimum of 50 feet), weapons, pencils, rations, rubber gloves, blank DD Form 567, DD Form 1074, human remains pouch (one per remains), personal effects bag (one per remains), recovery (paper) tags with strings, entrenching tool, wooden pegs, zip lock bags, wire screen sifter, lensatic compass, and protractor.

Standards: Recover remains IAW JTTP 4-06.

Performance Steps

1. Search the immediate and 100-meter area surrounding the remains for identifying effects and portions of remains.

2. Recover remains found.

NOTE: Use the 50 feet of rope in cases where the remains are suspected of being booby-trapped and no explosive ordnance disposal (EOD) personnel are available. Normally EOD or other specialized personnel support mortuary affairs personnel to perform such functions.

- a. Gather remains, disassociated or fragmented portions, personal effects, and personal equipment.
- b. Leave identification tags around the neck of the remains.
- c. Do not remove personal effects found in the clothing of the remains.
- d. Ensure DD Form 1380 (US Field Medical Card) is prepared by medical personnel (if available) and secure it to the remains.
- e. Place remains in human remains pouch on litter.
- f. Put personal effects into a personal effects bag.
- g. Tag personal effects bag with believed to be name of remains or recovery number.
- h. Secure personal effects bag to the remains or human remains pouch.
- i. Do not attempt to articulate or segregate remains at the recovery site.

3. Locate unassociated personal effects in the immediate area, place them in a separate personal effects bag, and label as unassociated effects.

4. Determine location of remains using GPS or by resection.

5. Assist with the recovery site sketch. (See Task # 101-515-1603)

6. Record the recovery number given to the remains on the recovery tags (2).

7. Attach one recovery tag to the remains and the other tag to the human remains pouch.

8. Mark recovery site.

- a. Show the correlation between each remains by photographing remains at a crash site.
- b. Take photographs of any section of aircraft with group or squadron markings, serial numbers, or other identifying data.
- c. Photograph each remains.

NOTE: Photographs will be "For Official Use Only."

- d. Use photographs to support the sketches and overlays.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Searched the immediate and 100-meter area surrounding the remains for identifying effects and portions of remains.	—	—
2. Recovered remains found.	—	—
3. Located unassociated personal effects in the immediate area, placed them into separate personal effects bags, and labeled as unassociated effects found around remains.	—	—
4. Determined location of remains using GPS or by resection.	—	—
5. Assisted with the recovery site sketch. (See Task # 101-515-1603)	—	—
6. Recorded the recovery number given to the remains on the recovery tags.	—	—
7. Attached recovery tags to remains and pouches.	—	—
8. Marked and photographed recovery site.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTPP 4-06

Related
FM 10-286
FM 10-64
FM 3-25.26

Plot Position Using GPS

101-515-1601

Conditions: As a mortuary affairs specialist in a field environment given a map, predetermined waypoints, GPS Operation and Maintenance Guide, and a Global Positioning System (GPS)

Standards: Plot position using GPS IAW TM 11-5825-291-13.

Performance Steps

1. Check Global Positioning System for serviceability.
 - a. Check each unit for dents, scratches, punctures or unreadable data plates.
 - b. Check each control key for cracks, breaks, missing or unreadable key markings, moisture, and a cracked or cloudy display window.
 - c. Check each cable assembly for cuts, kinks, fraying or breaking insulation, and loose or damaged connectors.
 - d. Check for loose or damaged hardware.
 - e. Turn on GPS.

NOTE: A power-on self-test is automatically performed.

- f. Check power battery.
- g. Check MENU.

2. Plot grid azimuth on the military map. (See Task #101-515-1104)

3. Place the Global Positioning System receiver into operation.

- a. Adjust display backlighting.
- b. Access the WAYPOINT display.
 - (1) Press the WP key control to bring up the waypoint menu display page and then press ENTER.
 - (2) Select the desired waypoint menu operation.
 - (3) Press the UP or DOWN arrow to select the desired operation and bring up the associated display page.
 - (4) Review waypoints.
 - (5) Enter the ten character positions available for the waypoint label.
 - (6) Copy waypoints.
- c. Enter, edit or review waypoint display pages.
- d. Determine position and time with the Global Positioning System.
- e. Place Global Positioning System in waypoint mode.
- f. Input coordinates as a WAYPOINT in the Global Positioning System.

4. Convert between Military Grid Reference System and Datum/Magnetic coordinates.

5. Mark Waypoints.

- a. Select ROUTE, CLEAR options on the WayPoint menu page.
- b. Press the MARK key.
- c. Mark the current position as a waypoint and activate the navigation page.

NOTE: Marking a waypoint stores current position coordinates, elevation, magnetic variation (MAGVAR), and datum (DTM) into the waypoint database at the selected waypoint number.

- d. Press the MARK key to bring up the MARK display.
- e. Freeze and save current position.

NOTE: The waypoint that the current position is stored in can be changed to any valid waypoint between 001 to 999 using normal data entry procedures.

- f. Press the MARK key a second time to store the current position into the displayed waypoint and return to the previous display.

Performance Steps

NOTE: After pressing the MARK key a second time, a message will be displayed confirming the waypoint being marked is displayed.

NOTE: To cancel, press ON and return to the previous display.

- 6. Plot azimuths.

Evaluation Preparation: Use a predetermined site with verified grid coordinates and provide the soldier with required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Checked Global Positioning System for serviceability. <ul style="list-style-type: none"> a. Checked each unit. b. Checked each control key. c. Checked each cable assembly. d. Turned on GPS. e. Checked power battery. f. Checked MENU. 	—	—
2. Plotted grid azimuth on the military map.	—	—
3. Placed the Global Positioning System receiver into operation. <ul style="list-style-type: none"> a. Adjusted display backlighting. b. Accessed the WAYPOINT display. c. Entered, edited, or reviewed waypoint display pages. d. Determined position and time with the Global Positioning System. e. Placed GPS in waypoint mode. f. Entered coordinates as a waypoint. 	—	—
4. Converted between Military Grid Reference System and Datum/Magnetic coordinates.	—	—
5. Marked Waypoints. <ul style="list-style-type: none"> a. Selected ROUTE, CLEAR options on the waypoint menu. b. Pressed the MARK key. c. Marked the current position as a waypoint and activated the navigation page. d. Pressed the MARK key. e. Froze and saved current position. f. Pressed the MARK key a second time. 	—	—
6. Plotted azimuths.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
TM 11-5825-291-13

Related

Assist With Recovery Site Sketch

101-515-1603

Conditions: As a mortuary affairs specialist working as a member of a search and recovery team in a field environment given a recovery site, military map of area, clipboard, lensatic compass, GPS (if available), protractor, measuring tape, forms and records, pencil, sketch paper, wooden pegs, pin flags, hammer, and photography equipment.

Standards: Assist with recovery site sketch IAW JTTP 4-06.

Performance Steps

1. Assist in drawing recovery site sketch for single remains.
 - a. Orient and align the right edge of the sketch paper with magnetic North.
 - b. Lay the sketch paper on a flat surface, and place the lensatic compass on the edge of the sketch paper.
 - c. Rotate the compass and sketch paper together until the magnetic arrow (needle) points NORTH on the sketch, and draw the magnetic North arrow symbol (approximately 1-inch from the edge).
 - d. Shoot an azimuth with the compass aligned along the bottom corner of the left side of the remains from FOOT to HEAD.
 - (1) Place the protractor on the sketch paper.
 - (2) Record the azimuth and draw a line on the sketch to indicate the baseline azimuth.
 - (3) Make sure that the protractor is pointing towards the upper part of the paper (NORTH).
 - e. Draw a rectangular box on the right side connected to the center of the baseline.

NOTE: This is to indicate the recovery site. The box should be large enough to write the recovery number in it.

- f. Determine grid coordinates of recovery site.

2. Assist with plotting, measuring, recording azimuths, and map distance to prominent feature shown on the map, if possible.
 - a. Stand at one corner of the remains and find a prominent feature such as a benchmark, building, crossroad, road junction, large boulder, or tree.

NOTE: Identify two or three known distant locations on the ground and mark them on the map. If a large boulder or tree is used, make sure it is blazed, painted, or marked.

- b. Repeat steps above at each corner of the remains.
- c. Align the compass with the prominent features and read the azimuth.
- d. Place the index of the protractor on the proper corner of the remains sketch and draw the line on the given azimuth ensuring the 0-degree or 360 degree mark is toward the top of north and the 90-degree mark is to the right.
- e. Draw a mark on the map at the desired azimuth.
- f. Draw the symbol of the feature sighted at the end of the line drawn, and label the feature.
- g. Remove the protractor and draw a line connecting the known point and mark on the sketch.

NOTE: This is the grid azimuth or grid direction line. When measuring an azimuth, the reading is always to the nearest 1/2 degree. Distance has no effect on azimuths.

- h. Repeat steps above at each corner of the remains.

NOTE: A minimum of three azimuths must be taken. This basic resection determines the exact location of the recovery site in case it becomes necessary to return to the site at a later date.

- i. Measure the distance from the remains to the prominent features used.

3. Draw an INFORMATION BOX on the lower portion of the sketch.
4. Record information about the sketch in the box. Include team number, grid coordinates, pace conversion factor, and the statements "all azimuths are magnetic," and "sketch not drawn to scale."
5. Draw a TITLE BOX at the lower portion of the sketch.

Performance Steps

6. Record information about the sketch in the box. Include date/time group, map name and scale, name and grade of maker, organization of maker.

NOTE: See JTTP 4-06, Figure A-6.

7. Assist in drawing a detailed sketch of recovery site for multiple remains that shows exactly where each remains, each unassociated portion, and personal effects were found.
 - a. Orient sketch to recovery site by annotating magnetic NORTH on the top of sketch.

NOTE: See JTTP 4-06, Figure A-10, A-11 and A-12.

- b. Record location and position of intact remains by recording the assigned "R" for the intact remains, followed by the recovery number which corresponds to the numbered tag attached to each remains.
- c. Record location of unassociated portions of remains by recording the assigned "P" for unassociated portions followed by the number for the portion. Numbers are assigned sequentially.
- d. Record location of unassociated effects by recording the assigned "E" for unassociated personal effects followed by the number for the individual, unassociated effect.
- e. Annotate the distinguished reference points such as roads, buildings, or other easily recognizable objects in case returning to the recovery site becomes necessary.
- f. Record eight-digit grid coordinates.
- g. Record the size of the area and distance covered on the sketch.
- h. Record organization of search and recovery team making the recovery.
- i. Record total number of remains found.
- j. Record search and recovery number(s).
- k. Describe non-military symbols in legend.

NOTE: Sites where multiple remains have been recovered should be rechecked within 24 hours if combat conditions permit. If additional remains, portions, or personal effects are found, notify higher headquarters.

8. Assist in drawing a detailed air-crash sketch.

- a. Record pertinent information on detailed sketch to include:
 - (1) Direction of North.
 - (2) Direction of impact.
 - (3) Location of major parts or sections of the aircraft.
 - (4) Exact location of remains, number of remains, and their recovery tag numbers for all remains found inside the wreckage.
 - (5) Location of unassociated portions of remains and their recovery tag numbers.
 - (6) Location of unassociated effects and their recovery tag numbers.
 - (7) Other information such as: airplane identification number, type of aircraft, and tail number.
- b. Develop a grid system such as a 10 square meter by a 10 square meter grid to use for search purposes.
 - (1) Mark corners of each grid so that each grid square is recognizable.

NOTE: Use twine or other suitable material to section off each grid square.

- (2) Assign a grid designator, consisting of a letter and number, starting at the lower left corner.
- (3) Search each grid thoroughly for remains, unassociated portions, and loose personal effects.
- c. Indicate the location of each remains by an "R", and enter recovery numbers opposite each "R".
- d. Tag unassociated portions of remains on the sketch by a "P", and enter recovery numbers opposite each "P" in the same manner as recovering remains.
- e. Tag unassociated personal effects by an "E" on the sketch, and enter recovery numbers opposite each "E".
- f. Prepare a grid recovery sketch for each grid square.
- g. Describe major parts of aircraft on sketch.

Performance Steps

9. Assist in photographing remains and other features at the multiple fatality recovery site.
 - a. Show correlation to each remains in the group.
 - b. Photograph sections of an aircraft that has a group or squadron markings, serial numbers or other identifying media.
 - c. Photograph sections of a military vehicle that has markings, serial numbers, USA numbers, bumper numbers or other identifying media.
 - d. Photograph remains in correlation with pertinent terrain features.
 - e. Attach photographs/film to the sketch.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Assisted in drawing recovery site sketch for single remains. <ol style="list-style-type: none"> a. Oriented and aligned the right edge of the sketch paper with the magnetic North. b. Laid the sketch paper on a flat surface, and placed the lensatic compass on the edge of the sketch paper. c. Rotated the compass and sketch until the magnetic needle pointed NORTH on the sketch paper, and drew the magnetic North arrow symbol (approximately 1-inch from the edge). d. Shot an azimuth with the compass aligned along the bottom corner of the left side of the remains (FOOT to HEAD). e. Drew a rectangular box on the right side near the center of the baseline. f. Determined grid coordinates of recovery site. 	_____	_____
2. Assisted with plotting, measuring and recording azimuths and map distances to prominent features shown on the map. <ol style="list-style-type: none"> a. Stood at one corner of the remains and found a prominent feature such as a bench mark, building, crossroad, road junction, large boulder, or tree. b. Repeated steps above at each corner of the remains. c. Aligned the compass with the prominent features and read the azimuth. d. Placed the index of the protractor on the proper corner of the remains sketch and drew the line on the given azimuth ensuring the 0-degree or 360 degree mark was toward the top of north and the 90-degree mark was to the right. e. Drew a mark on the map at the desired azimuth. f. Drew the symbol of the feature sighted at the end of the line drawn, and labeled the feature. g. Removed the protractor and drew a line connecting the known point and mark on the map. h. Repeated steps above at each corner of the remains. i. Measured from the recovery site to the prominent features used. 	_____	_____
3. Drew the INFORMATION BOX on the lower portion of the sketch.	_____	_____
4. Recorded the appropriate information in the box.	_____	_____
5. Drew the TITLE BOX on the lower portion of the sketch.	_____	_____
6. Recorded information about the sketch in the TITLE BOX.	_____	_____
7. Assisted in the preparation of a detailed sketch for multiple remains.	_____	_____

Performance Measures

GO **NO GO**

- | | |
|--|---------------------------|
| <ul style="list-style-type: none"> a. Recorded location and position of remains on the sketch to correspond to the numbered tag which was attached to each remains. b. Recorded location of unassociated portions of remains. c. Recorded location of unassociated effects. d. Annotated the distinguished reference points. e. Recorded eight-digit grid coordinates. f. Recorded the area and distance covered on the sketch. g. Recorded organization of search and recovery team making the recovery. h. Recorded the total number of remains found. i. Recorded search and recovery number(s). j. Described non-military symbols in legend. | <p>_____</p> <p>_____</p> |
| <p>8. Assisted in drawing a detailed air-crash sketch.</p> <ul style="list-style-type: none"> a. Recorded pertinent information on detailed sketch (see Performance Step #6) b. Developed a grid system such as a 10 square meter by a 10 square meter grid. c. Indicated the location of each remains by an "R", and entered recovery numbers opposite each "R". d. Tagged dismembered portions of remains on the sketch by a "P", and entered recovery numbers opposite each "P". e. Tagged unassociated personal effects by an "E" on the sketch, and entered recovery numbers opposite each "E". f. Described major parts of aircraft on sketch. | <p>_____</p> <p>_____</p> |
| <p>9. Assisted in photographing remains and other features at the multiple recovery site.</p> <ul style="list-style-type: none"> a. Showed correlation to each remains in the group. b. Photographed sections of an aircraft that had group or squadron markings, serial numbers or other identifying media. c. Photographed sections of a military vehicle bearing markings, serial numbers, USA numbers, bumper numbers or other identifying media. d. Photographed remains in correlation with pertinent terrain features. e. Attached photograph/film to sketch. | <p>_____</p> <p>_____</p> |

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
FM 3-25.26

**Record data on DD Form 1074 (Questionnaire of Local Inhabitants)
101-515-1604**

Conditions: As a mortuary affairs specialist working in a field environment given JTTP 4-06, FM 10-64, DD Form 1074 (Questionnaire of Local Inhabitants), and a local inhabitant who has knowledge of unrecovered remains.

Standards: Record data on DD Form 1074 IAW FM 10-64.

Performance Steps

1. Question local inhabitants for information concerning unrecovered remains thought to be located in the area.

NOTE: Use an interpreter when needed.

2. Record data on DD Form 1074 (see FM 10-64, Appendix F).

NOTE: If any entry on this form cannot be verified, use the terms "UNKNOWN" or "UNK" as applicable.

- a. Record the name, address, occupation, and date interviewed, of the person being interviewed in block 1.
- b. Enter an X in the appropriate "Yes/No" block (2a) when remains are believed to be U.S. Forces.
- c. Enter the name of the person(s) who interred the remains in block 2b.
- d. Enter the date the person(s) who interred the remains gives as the date of death in block 2c.
- e. Enter the date the deceased was interred in block 2d.
- f. Enter location where the remains were interred, including the grid coordinates and reference points.
- g. Enter an X in the appropriate "Yes/No" block (3a) when U.S. Forces remains are believed to be above ground.
- h. Enter the name of the person(s) who found the remains in block 3b.
- i. Annotate location where the remains are presently located, including grid coordinates.
- j. Enter the date of death in block 3d.
- k. Enter an X in the appropriate "Yes/No" block (4) if the person who found the remains was a witness to the death.
- l. Enter an X in the appropriate "Yes/No" block (5) to identify if remains were recovered from an aircraft or armored vehicle.
- m. Enter an X in the appropriate "Yes/No" block (6) if the area where the remains are located is mined and/or boobytrapped.
- n. Enter an X in the appropriate "Yes/No" block (7a) if the remains were tentatively identified prior to burial.
- o. Enter the name of person, title, and address of the person who tentatively identified the remains in block 7b (1-3).
- p. Enter an X in the appropriate "Yes/No" block (8a) to identify whether personal effects were recovered with the remains.
- q. Enter the present location of recovered personal effects in block 8b.
- r. Enter an X in the appropriate "Yes/No" block (9a) if government property was found and/or recovered with the remains.
- s. Record the present location of government property in block 9b.
- t. Enter an X in the appropriate "Yes/No" block (10a) if U.S Forces were given medical treatment prior to death. Record, in block 10b, the name of the person in block 10c, who provided medical aid; the name of the medical facility; and the location of the facility (grid coordinates) in block 10d.
- u. Enter an X in the appropriate "Yes/No" block (11a) to identify if remains were mistreated prior to or after death.
 - (1) Enter the name of the person who mistreated the remains in block 11b.
 - (2) Enter the name and address of the person who witnessed the mistreatment in block 11c (1-2).

Performance Steps

- v. Record additional information, if needed, in block 12.
- w. Complete block 13a-e as the preparing official.

Evaluation Preparation: Set up a simulation so that the soldier can conduct an interview and record data on DD Form 1074.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Questioned local inhabitants for information concerning remains located in the area.	_____	_____
2. Recorded data on DD Form 1074.	_____	_____
a. Recorded the name, address, occupation, and date interviewed, of the person being interviewed in block 1.		
b. Entered an X in the appropriate "Yes/No" block (2a) when remains were believed to be U.S. Forces.		
c. Entered the name of the person(s) who interred the remains in block 2b.		
d. Entered the date the person(s) who interred the remains gives as the date of death in block 2c.		
e. Entered the date the deceased was interred in block 2d.		
f. Entered location where the remains were interred including the grid coordinates and reference points in block 2e.		
g. Entered an X in the appropriate "Yes/No" block (3a) when U.S. Forces remains were believed to be above ground.		
h. Entered the name of the person(s) who found the remains in block 3b.		
i. Recorded location of remains at time form was completed in block 3c.		
j. Entered the date of death in block 3d.		
k. Entered an X in the appropriate "Yes/No" block (4) if the person who found the remains was a witness to the death.		
l. Entered an X in the appropriate "Yes/No" block (5) to indicate if remains were recovered from an aircraft or armored vehicle.		
m. Entered an X in the appropriate "Yes/No" block (6) if the area where the remains were located was mined and/or boobytrapped.		
n. Entered an X in the appropriate "Yes/No" block (7a) if the remains were tentatively identified prior to burial.		
o. Entered name of person, title, and address of the person who tentatively identified the remains in block 7b (1-3).		
p. Entered an X in the appropriate "Yes/No" block (8a) to identify whether personal effects were recovered with the remains.		
q. Entered the present location of the personal effects in block 8b.		
r. Entered an X in the appropriate "Yes/No" block (9a) if government property was found and/or recovered with the remains.		
s. Recorded the location of U.S. government property in block 9b.		
t. Entered an X in the appropriate "Yes/No" block (10a) if U.S Forces were given medical treatment prior to death (10b); recorded who provided medical aid (10c); the name of the medical facility (10d); and the location of the facility (grid coordinates) in blocks 10b-d.		
u. Entered an X in the appropriate "Yes/No" block (11a) to identify if remains were mistreated prior to or after death.		
v. Recorded additional information, if needed, in block 12.		
w. Completed block 13a-e as the preparing official.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

STP 10-92M15-SM/TG

References
Required
FM 10-64

Related

**Record Data on DD Form 567 (Record of Search and Recovery)
101-515-1605**

Conditions: As a mortuary affairs specialist in a field environment working at a recovery site given FM 10-64, a blank DD Form 567, and field notes detailing the search and recovery operation.

Standards: Prepare DD Form 567 IAW FM 10-64.

Performance Steps

1. Prepare DD Form 567 for each remains recovered.
 - a. Record DATE (Year, month, day) of recovery in block 1.
 - b. Record information on the remains recovered in block 2.
 - (1) Record the NAME of decedent or unidentified in block 2a.
 - (2) Record the RANK in block 2b.
 - (3) Record SSN in block 2c.
 - (4) Record RACE in block 2d.
 - (5) Record ORGANIZATION in block 2e.
 - c. Record TYPE OF SEARCH in block 3.
 - d. Record DATE of MISSION (Year, month, day) in block 4.
 - e. Record FIELD SEARCH NUMBER in block 5.
 - f. Record SEARCH and RECOVERY NUMBER in block 6.
 - g. Record EVACUATION NUMBER in block 7.
 - h. Record DATE of RECOVERY (Year, month, day) in 8.
 - i. Record NATIONALITY in block 9.
 - j. Record ESTIMATED DATE of DEATH (Year, month, day) in block 10.
 - k. Record PLACE of RECOVERY in block 11.
 - (1) Identify terrain features on the map.
 - (2) Identify terrain features on the ground.
 - (3) Select prominent terrain features to use as location to reference points.
 - (4) Identify the type of grave the remains were found in.
 - (5) Record grid coordinates.
 - (6) Locate the map sheet number on the map.
 - (7) Record map sheet number.
 - (8) Record name of nearest village or town.
 - (9) Record description or number of roads, mountains or landmarks.
 - (10) Record type of grave (shallow, deep, surface).
 - (11) Record type of position (artillery, infantry).

NOTE: If remains were recovered from a vehicle, tank or plane, give the position therein.

- l. Record identifying media found with the remains in block 12.
 - (1) Identify items that are identifying media.
 - (2) Record where identifying media and equipment were found.
 - (3) Record serial numbers of equipment.
2. Record data pertaining to other remains recovered on the mission in blocks 13, a & b.
3. Record the name, rank, and organization of RECOVERY TEAM MEMBERS in blocks 14, a,b, & c.
4. Record information on Team Leader in block 15.
 - a. Record NAME (Last, First, Middle initial) of team leader (block 15a).
 - b. Record RANK (block 15b).
 - c. Record ORGANIZATION designation (block 15c).
 - d. Ensure team leader signs in block 15d.
 - e. Record date signed in block 16e.
5. Record information on Receiving Official receiving remains in block 16.

Performance Steps

- a. Record name (last, first, middle initial) in block 16a.
- b. Record rank in block 16b.
- c. Record organization designation in block 16c.
- d. Ensure receiving official signs in block 16d.
- e. Record date signed (year, month, day) in block 16e.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. A mannequin or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual remains.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared DD Form 567 for each remains recovered.	—	—
a. Recorded DATE (Year, month, day) of recovery in block 1.		
b. Recorded information on the remains recovered in block 2.		
c. Recorded TYPE OF SEARCH in block 3.		
d. Recorded DATE of MISSION (Year, month, day) in block 4.		
e. Recorded FIELD SEARCH NUMBER in block 5.		
f. Recorded SEARCH and RECOVERY NUMBER in block 6.		
g. Recorded EVACUATION NUMBER in block 7.		
h. Recorded DATE of RECOVERY (Year, month, day) in 8.		
i. Recorded NATIONALITY in block 9.		
j. Recorded ESTIMATED DATE of DEATH (Year, month, day) in block 10.		
k. Recorded PLACE of RECOVERY in block 11.		
l. Recorded identifying media found with the remains in block 12.		
2. Recorded (multiple) other remains recovered on the mission in block 13.	—	—
3. Recorded the names of RECOVERY TEAM MEMBERS in block 14.	—	—
4. Recorded information on Team Leader in block 15.	—	—
a. Recorded NAME (Last, First, Middle initial) of team leader.		
b. Recorded RANK.		
c. Recorded ORGANIZATION.		
d. Signed DD Form 567.		
e. Recorded date signed (Year, month, day).		
5. Recorded information on Receiving Official identified in block 16.	—	—
a. Recorded name (last, first, middle initial) in block 16a.		
b. Recorded rank in block 16b.		
c. Recorded organization in block 16c.		
d. Signed DD Form 567 in block 16d.		
e. Recorded date signed (year, month, day) in block 16e.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 10-64

Related

Excavate Recovery Site

101-515-1616

Conditions: As a mortuary affairs specialist working at a recovery site with biological and physical evidence, given JTTP 4-06, TM 11-5825-291-13, theodolite, tripod, stadia rod, global positioning system (GPS), sifting screens, wooden or metal stakes, cotton twine, claw hammer, engineer tape, colored pinflags, metal detector, buckets, ziplock bags, dust pans, whisk brooms, trowels, machete, placards, rope, measuring tape, cotton gloves mattocks, graphic paper.

Standards: Excavate recovery site IAW JTTP 4-06 and TM 11-5825-291-13.

Performance Steps

1. Conduct a surface search.
 - a. Determine the order of grids to be excavated.
 - b. Move across the grid in a line.
 - c. Begin excavation of the grid at a grid border.

NOTE: Never begin in the center of a grid and work out to the boundaries.

2. Remove all soil.
 - a. Carry soil to correct screening area.
 - b. Visually inspect large rocks, boulders and roots for any material evidence.

NOTE: Use color-coded buckets and screens to ensure that the soil is being discarded at the proper location.

3. Make a record of all artifacts still embedded in the soil.
 - a. Photograph site.
 - (1) Show size of the site.
 - (2) Show length of the site.
 - (3) Show placard for first picture or photo of each roll.
 - (a) Case/mission number.
 - (b) Current date.
 - (c) Site grid coordinates.
 - (d) Name of site location by province or country.
 - (e) Unit performing the excavation.
 - (4) Take photographs from all directions.
 - (a) Before gridding
 - (b) After gridding.
 - (c) Daily.
 - (d) Closure of site.
 - b. Measure distance from the datum point to the item.
 - c. Remove all dirt around fragile bone matter.
 - d. Wrap all bone matter and dirt surrounding it in aluminum foil.

NOTE: Do not try to replace an artifact if it is accidentally moved from its original location.

- e. Write account of the excavation.

4. Excavate the soil until you reach sterile soil.

NOTE: An air crash or burial where soil is moved from its original location is disturbed soil. Sterile soil is still in its original location and is undisturbed.

5. Draw a site sketch of the excavation.
 - a. Show relationship of remains, location of items, grid layout, terrain and excavation.
 - (1) Draw sketch on grid paper.
 - (2) Orient sketch with the datum point.
 - (3) Include all geographic and cultural features.
 - (4) Use transit to determine direction, incline and decline.

Performance Steps

NOTE: The grid can be checked for accuracy by the use of right angles in a method called triangulation. The Pythagorean theorem is used to construct right angles that confirm the right angle of any three points in relationship to each other. In any triangle where there is a 90-degree angle, there is a precise mathematical relationship between the sides (A and B) and the hypotenuse (C). The formula is $A^2 + B^2 = C^2$. Triangulation is the application of the Pythagorean Theorem to a grid square. Two sides of the grid squares are sides A and B of the theorem. The diagonal of the square is the hypotenuse C of the theorem, such as a 4-meter square should have a diagonal of 5.65 meters.

- b. Measure distance and direction to permanent objects, location, or from the datum point.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Conducted a surface search.	_____	_____
a. Determined the order of grids to be excavated.		
b. Moved across the grid in a line.		
c. Began excavation of the grid at a grid border.		
2. Removed all soil.	_____	_____
a. Carried soil to correct screening area.		
b. Visually inspected large rocks, boulders, and roots for any material evidence.		
3. Made a record of all artifacts still embedded in the soil.	_____	_____
a. Photographed site from all directions.		
b. Measured distance from the datum point to the item.		
c. Removed all dirt around fragile bone matter.		
d. Wrapped all bone matter and dirt surrounding it in aluminum foil.		
e. Wrote account of the excavation.		
4. Excavated the soil until sterile soil was reached.	_____	_____
5. Drew a site sketch of the excavation.	_____	_____
a. Showed relationship of remains, location of items, grid layout, terrain and excavation.		
b. Measured distance and direction to permanent objects, location, or from the datum point.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- JTTP 4-06
- TM 11-5825-291-13

Related

Record Data on DD Form 1076 (Military Operations Record of Personal Effects of Deceased personnel)
101-515-1642

Conditions: As a mortuary affairs specialist working in a field environment given JTTP 4-06, FM 10-64, DD Form 1076, pen/pencil, personal effects, and personal effects bag.

Standards: Record data on DD Form 1076 IAW FM 10-64 and JTTP 4-06.

Performance Steps

1. Inventory personal effects jointly with personnel delivering effects.
 - a. Prepare DD Form 1076 for each remains regardless of having or not having any personal effects.
 - b. Inventory all recovered personal effects belonging to the deceased and list on DD Form 1076.
2. Record data on DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel)
 - a. Enter DATE OF REPORT in block 1
 - b. Enter the appropriate number of total PAGES in block 2.
 - c. Enter information on tentatively identified deceased or unidentified/unknown in blocks 3a, 3b, 3c, 3d, 3e and 3f.
 - (1) NAME.
 - (2) RANK.
 - (3) SSN (Social Security Number),
 - (4) ORGANIZATION.
 - (5) STATUS (Missing or Dead)
 - (6) DATE OF STATUS.
 - d. Enter the PLACE OF RECOVERY by recording the name of the closest town or village, map name and grid coordinates in block 4.
 - e. Enter the DATE OF RECOVERY in block 5.
 - f. Enter the EVACUATION NUMBERS or subsequent evacuation numbers in block 6a or 6b.
 - g. Inventory all recovered personal effects belonging to the deceased and lists the items on DD Form 1076 in block 7.
 - (1) Enter the exact QUANTITY of each item inventoried in block 7a.
 - (2) Enter a brief DESCRIPTION of each item in block 7b.
 - (3) Enter a CHECK MARK and the INITIALS of the person receiving the property in block 7c.

NOTE: If the item was not received, draw a line through the description, and both the person delivering and the person receiving the effects initial the correction.

 - (4) Enter the CONDITION of the item in block 7d.
 - (5) Enter the DISPOSITION of items in block 7e.
 - h. List amount and complete description of cash, funds, negotiable instruments, credit cards, and other obvious high value items found on the deceased in block 8.

NOTE: If no personal effects were found on the remains, state this on the form.

 - (1) Enter the exact QUANTITY of each item inventoried in block 8a.
 - (2) Enter a brief but detailed DESCRIPTION of each item inventoried in block 8b.
 - (3) Enter a check mark and the initials of the person receiving the property in block 8c.

NOTE: If the item was not received, draw a line through the description, and both the person delivering and the person receiving the effects initial the correction.

 - (4) Enter the CONDITION of the item inventoried in block 8d.
 - (5) Enter the DISPOSITION of the items inventoried.
3. Place an X in the appropriate box in block 9.
4. Enter name of PREPARING OFFICIAL in blocks 10a, 10b, 10c, 10d and 10e.
 - a. NAME.

Performance Steps

- b. ORGANIZATION.
 - c. SIGNATURE.
 - d. RANK.
 - e. DATE DD Form 1076 was SIGNED.
5. Enter name of RECEIVING OFFICIAL in blocks 11a, 11b, 11c, 11d and 11e.
 - a. NAME.
 - b. ORGANIZATION.
 - c. SIGNATURE.
 - d. RANK.
 - e. DATE DD Form 1076 was SIGNED.
 6. Enter name of RECEIVING OFFICIAL in blocks 12a, 12b, 12c, 12d and 12e.
 - a. NAME.
 - b. Organization.
 - c. SIGNATURE.
 - d. RANK.
 - e. DATE DD Form 1076 was SIGNED.
 7. Place the original and one copy of DD Form 1076 in plastic zip lock bag, and place this bag into the personal effects bag.
 8. File one copy.
 9. Place one copy in the remains case file.
 10. Attach personal effects bag securely to the remains to prevent separation during transit.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Inventoried personal effects jointly with personnel delivering effects. <ul style="list-style-type: none"> a. Prepared DD Form 1076 for each remains regardless of having or not having any personal effects. b. Inventoried all recovered personal effects belonging to the deceased and listed on DD Form 1076. 	—	—
2. Recorded data on DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel) <ul style="list-style-type: none"> a. Entered DATE OF REPORT was completed in block 1 b. Entered the appropriate number of total PAGES in block 2. c. Entered information on tentatively identified deceased or unidentified/unknown in blocks 3a, 3b, 3c, 3d, 3e and 3f. d. Entered the PLACE OF RECOVERY by recording the name of the closest town or village, map name and grid coordinates in block 4. e. Entered the DATE OF RECOVERY in block 5. f. Entered the EVACUATION NUMBERS or subsequent evacuation numbers in block 6a or 6b. g. Inventoried all recovered personal effects belonging to the deceased and listed the items on DD Form 1076 in block 7. h. Listed amount and completed description of cash, funds, negotiable instruments, credit cards, and other obvious high value items found on the deceased in block 8. 	—	—
3. Placed an X in the appropriate box in block 9.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
4. Entered name of PREPARING OFFICIAL in blocks 10a, 10b, 10c, 10d and 10e. a. NAME. b. ORGANIZATION. c. SIGNATURE. d. RANK. e. DATE DD Form 1076 was SIGNED.	—	—
5. Entered name of RECEIVING OFFICIAL in blocks 11a, 11b, 11c, 11d and 11e. a. NAME. b. ORGANIZATION. c. SIGNATURE. d. RANK. e. DATE DD Form 1076 was SIGNED.	—	—
6. Entered name of RECEIVING OFFICIAL in blocks 12a, 12b, 12c, 12d and 12e. a. NAME. b. ORGANIZATION. c. SIGNATURE. d. RANK. e. DATE DD Form 1076 was SIGNED.	—	—
7. Placed the original and one copy of DD Form 1076 in plastic zip lock bag, and placed this bag into the personal effects bag.	—	—
8. Filed one copy.	—	—
9. Placed one copy in the remains case file.	—	—
10. Attached personal effects bag securely to the remains to prevent separation during transit.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 FM 10-64
 JTTP 4-06

Related

**Record data on DD Form 565 (Statement of Recognition of Deceased Personnel)
101-515-1643**

Conditions: As a mortuary affairs specialist working in a field environment given JTTP 4-06, FM 10-64, remains, a person that knew the deceased, and a blank DD Form 565.

Standards: Record data on DD Form 565 IAW FM 10-64 and JTTP 4-06.

Performance Steps

1. Provide DD Form 565 (Statement of Recognition of Deceased Personnel) in cases where the remains were recognized but the form was not filled out.
2. Record information on tentatively identified decedent.
 - a. Name.
 - b. Rank.
 - c. Social Security Number.
 - d. Organization.
 - e. Service.
3. Prepare DD Form 565 with the following information supplied by the person who can tentatively identify the remains.
 - a. Record sex of remains.
 - b. Enter approximate age (years) of remains.
 - c. Enter approximate height of remains.
 - d. Enter race of remains, if it can be determined.
 - e. Record hair color if it can be determined.
 - f. Record build/muscularity.
 - g. Record and fully describe means of identification used, such as a scar, tattoo, or other particular anatomical feature to support the tentative identification.
 - h. Record any additional information in the REMARKS section.
 - i. Record details of viewing such as date, time, and place.
 - j. Obtain name, rank or grade, social security number, organization, signature of person making the statement, relationship to deceased, length of time the decedent was known, and date form signed.
 - k. Obtain name, rank, organization, signature of individual verifying statement and date signed.
4. Prepare three copies of DD Form 565.

Evaluation Preparation: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Provided DD Form 565 in cases where the remains were recognized but the form was not filled out.	—	—
2. Recorded information on tentatively identified decedent.	—	—
3. Obtained and recorded information from the person who could tentatively identify the remains.	—	—

Evaluation Guidance: Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

References

Required

FM 10-64

JTTP 4-06

Related

Set Up Grid System for Recovery Site

101-515-1651

Conditions: As a mortuary affairs specialist working in a field environment (recovery site) given Global Positioning System (GPS), electronic theodolite (optical transit), tripod, stadia rod, lensatic compass, cotton twine, claw hammer, 1 inch braid nails, indelible markers, engineer tape, pin flags, shovel, mattock, protractor, and map.

Standards: Set up a grid system for recovery site IAW JTTP 4-06.

Performance Steps

1. Set up a grid system for recovery site.

NOTE: The location of the grid will be determined after the general boundaries of the site have been established and a scope of work has been outlined. It is during this time the top of the stakes may be painted red. The stakes are easier to sight in vegetation or soil when painted red.

- a. Determine the location of the datum point.
 - (1) Place the datum point so that the grid will be constructed in the northeast quadrant.
 - (2) Set up the optical transit over the area where the datum point will placed.
 - (a) Use the optical plummet on the transit or a plumb bob and hammer a stake directly under the transit.
 - (b) Label this stake "N0/E0" or "DATUM".

NOTE: The datum point is an arbitrary point based on the choice of the individuals building the grid. Once the grid is under construction the datum point can not move. Before construction begins, the datum may be moved as necessary. If a magnetic compass is to be used in building the grid, place the datum at the location of choice.

- (c) Place a nail in the center top of the stake.
- (d) Record the grid coordinates for the datum point.
- b. Construct the meridian line.
 - (1) Place the transit (or compass) over the datum point and zero to magnetic north.
 - (2) Sight the stakes at a set interval of 4 meters for the meridian line.
 - (a) Attach a metric tape to the datum point and to each stake along the meridian line.
 - (b) Move the stake left or right to center it directly on the meridian line.
 - (c) Hammer the stake into the ground.
 - (d) Hammer a nail into the top center of the stake.
 - (e) Mark the coordinates on the stake with an indelible marker.
 - (f) Mark the coordinates on the same side of each stake.
 - (g) Place stakes along the meridian line so that the entire site boundary is covered.
 - (h) Tie a string to the nail on the datum point.
 - (i) Run the string down the meridian line wrapping the string around each nail.
- c. Construct a base line.
 - (1) Shift the transit, e.g., 90° due east.
 - (2) Set up the base line in the same fashion as the meridian line.
- d. Construct the interior grid.
 - (1) Place stakes at points in the northeast quadrant.
 - (2) Make sure they are measured from the stakes of both the meridian and base line.
 - (3) Attach a metric tape to the N0/E4 stake on the base line.
 - (4) Move to the interior of the grid at 4-meter intervals.
 - (5) Attach a metric tape to the N4/E0 stake on the meridian line
 - (6) Move to the interior of the grid at 4-meter intervals.
 - (7) Cross the tape measures so that both tapes intersect at 4 meters.
 - (8) Hammer a stake into the ground at this point.
 - (9) Place a nail at the top center of this stake.
 - (10) Mark the coordinates N4/E4 on the stake.

Performance Steps

- (11) Determine the tape intersection point. (For example, if you measure from N0/E8 and N4/E0, the intersection point will be 8 meters on the tape from the base line and 4 meters on the tape from the meridian line. The coordinates for this stake will be N4/E8.)
 - (12) Set the stakes in place for the interior of the grid.
 - (13) Run string around the top of the stakes.
 - (14) Complete the grid.
2. Check accuracy of grid squares.
- a. Check the triangulation of the grid squares for accuracy by the use of right angles.
 - b. Apply the Pythagorean Theorem by constructing right angles to confirm the right angle of the three points in the relation to each other. The formula is $A^2 + B^2 = C^2$ for a right angle of 90 degrees. There is a precise mathematical relationship between each of the sides (A and B) and the hypotenuse (C). (For example, a 4-meter by 4-meter grid square should have a diagonal of 5.65 meters).

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin(s) or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures

GO NO GO

- | | | |
|--|----------|----------|
| <p>1. Set up a grid system for a recovery site.</p> <ul style="list-style-type: none"> a. Determined the location of the datum point. <ul style="list-style-type: none"> (1) Placed the datum point so that the grid would be constructed in the northeast quadrant. (2) Placed the optical transit over the area where the datum point was placed. <ul style="list-style-type: none"> (a) Placed a nail in the center top of the stake. (b) Recorded the grid coordinates for the datum point. b. Constructed the meridian line. <ul style="list-style-type: none"> (1) Placed the transit (or compass) over the datum point and zero to magnetic north. (2) Sighted the stakes at a set interval of 4 meters for the meridian line. c. Constructed a base line. <ul style="list-style-type: none"> (1) Shifted the transit. (2) Set up the base line in the same fashion as the meridian line. d. Constructed the interior grid. <ul style="list-style-type: none"> (1) Placed stakes at points in the northeast quadrant. (2) Made sure they were measured from the stakes of both the meridian and base line. (3) Attached a metric tape to the N0/E4 stake on the base line. (4) Moved to the interior of the grid at 4-meter intervals. (5) Attached a metric tape to the N4/E0 stake on the meridian line. (6) Moved to the interior of the grid at 4-meter intervals. (7) Crossed the tape measures so that both tapes intersected at 4 meters. (8) Hammered a stake into the ground at this point. (9) Placed a nail at the top center of this stake. (10) Marked the coordinates N4/E4 on the stake. (11) Determined the tape intersection point. (12) Set the stakes in place for the interior of the grid. (13) Ran string around the top of the stakes. (14) Completed the grid. | <p>—</p> | <p>—</p> |
| <p>2. Checked accuracy of grid squares.</p> | <p>—</p> | <p>—</p> |

Performance Measures

GO NO GO

- a. Checked the triangulation of the grid squares for accuracy by using right angles.
- b. Applied the Pythagorean Theorem by constructing right angles to confirm the right angle of the three points in the relation to each other.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
TM 11-5825-291-13

Operate Transit (Theodolite)

101-515-1652

Conditions: As a mortuary affairs specialist in a field environment given JTTP 4-06, TM 11-5825-291-13, a recovery site, area map, Lietz DT6 Electronic Theodolite (optical transit), tripod, stadia rod, lensatic compass, Global Positioning System (GPS), wooden stakes (12 or 18 inch), cotton twine, claw hammer, 1 inch brads, indelible marker, engineer tape, surveyors colored tape, colored pin flags, measuring tapes (30 and 100 meter), cotton gloves, clipboard, graph paper, field notebook, pens, and pencils.

Standards: Operate transit (theodolite) IAW JTTP 4-06 and TM 11-5825-291-13.

Performance Steps

1. Operate a Transit (Theodolite).

NOTE: Insure the theodolite operator's manual is present.

- a. Complete an Inventory of the theodolite and accessories.

NOTE: Annotate any deficiencies.

- b. Perform an operator's check on the theodolite.

NOTE: Annotate any deficiencies.

- (1) Ensure that the transit head, eyepiece and all knobs turn freely.
- (2) Check for any cracks in the transit housing.
- (3) Check the lens for cleanliness, chips, and/or cracks.
- c. Open and extend the tripod.
 - (1) Set the tripod head at a convenient height and level.
 - (2) Set the tripod over the area for the datum point.
 - (3) Place the tripod shoes firmly into the ground.
- d. Place the theodolite on the tripod head.
 - (1) Support the theodolite with one hand.
 - (2) Insert and tighten the centering screw.

NOTE: This screw should be tight whenever the theodolite is on the tripod.

- e. Center the circular level.
 - (1) Observe the off-center direction of the bubble.
 - (2) Shorten the tripod leg nearest the bubble direction or extend the leg furthest from this direction.
- f. Center the plate level.
 - (1) Unlock the horizontal clamp.
 - (2) Rotate the theodolite head so the plate level is over the circular level and between the foot screws.
 - (3) Lock the horizontal clamp.
 - (4) Rotate the right foot screw in the appropriate direction to center the level.
 - (5) Unlock the horizontal clamp.
 - (6) Rotate the theodolite head clockwise so the plate level is between the next set of foot screws.
 - (7) Lock the horizontal clamp.
 - (8) Rotate the right foot screw in the appropriate direction to center the level.
 - (9) Repeat the clockwise rotation and leveling.

NOTE: If the plate level is still not centered, repeat the centering process. The bubble should now remain centered at any position the theodolite head is rotated.

- g. Mount the tubular compass (secant arrow) on the theodolite.
 - (1) Loosen the control screw on the tubular compass.
 - (2) Ensure the arrow is free floating.
- h. Load and mount the battery box into the theodolite
- i. Turn switch to the on position.

Performance Steps

- j. Zero the horizontal angle to magnetic north.
 - (1) Unlock the horizontal clamp.
 - (2) Rotate the head until the secant arrow moves between the compass stadia lines.
 - (3) Lock the horizontal clamp.
 - (4) Adjust the theodolite head by turning the horizontal fine motion screw until the secant arrow is centered between the compass stadia lines.
 - (5) Lift the keyboard cover and press the 0 SET button.
 - (6) Listen for a beep. A beep should sound when the horizontal angle is set.

NOTE: The horizontal angle is now set to magnetic north. The tubular compass will center on South as well as North, so a general location of North is necessary to the operator.

- k. Index the vertical angle.
 - (1) Unlock the vertical clamp.
 - (2) Rotate the telescope 360-degrees.
 - (3) Listen for a beep. A beep should sound when the vertical angle is indexed.
 - (4) Re-lock the vertical clamp.

NOTE: If the PIN settings have to be altered the transit must be turned off. The zero and index process must be started anew.

2. Determine Horizontal Angle With the Theodolite.

- a. Visually locate the object you will sight on.
 - (1) View down the peep sight.
 - (2) Unlock the horizontal and vertical clamps.
 - (3) Rotate the theodolite head until the object is in line with the peep sight.
 - (4) Re-lock the horizontal and vertical clamps.
- b. Look through the telescope.
 - (1) Adjust the focus ring of the telescope until the object being sighted is in focus.
 - (2) Adjust the telescope eyepiece until the sight cross hair is clearly visible.
- c. Center the cross hair on the target by adjusting the horizontal and vertical fine motion screws.
- d. Read the horizontal angle from the display.

3. Determine Vertical Angle With the Theodolite and Stadia Rod.

- a. Determine the instrument height by placing the stadia rod beside the theodolite.
- b. Read the distance from the ground to the instrument height mark on the theodolite.
- c. Direct the individual holding the stadia rod to the area where the vertical angle is to be determined.
- d. Instruct the individual to hold the stadia rod steady and vertical.
- e. Sight the eyepiece on the stadia rod at the instrument height.

NOTE: The target object is the instrument height as it appears on the stadia rod.

- f. Center the cross hair on the instrument height by adjusting the horizontal and vertical fine motion screws.
- g. Read the vertical display.

4. Determine Distance With the Theodolite and Stadia Rod.

- a. Center the cross hair on the instrument height as it appears on the stadia rod.
- b. Determine the section of stadia rod (L) contained by the cross hair stadia lines by subtracting the line A (bottom stadia) reading from the line B (top stadia) reading. You may adjust the sight picture so that line A is to the nearest decimeter line ($B - A = L$).
- c. Determine the distance (D) from the theodolite to the target object by multiplying L by 100 ($L \times 100 = D$)

NOTE: The vertical angle should be set for a β angle (horizontal is 0-degrees and directly overhead is 90-degrees); if not, consult the operator's manual for PIN setting adjustment.

NOTE: If the PIN settings have to be altered the transit must be turned off. The zero and index process must be started anew.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training

purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Operated a Transit (theodolite). a. Inventoried accessories. b. Noted deficiencies. c. Performed an operator's check on the theodolite. d. Noted any deficiencies. e. Opened and extended the tripod. f. Placed the theodolite on the tripod head. g. Centered the circular level. h. Centered the plate level. i. Mounted the tubular compass on the theodolite. j. Loaded and mounted the battery box into the theodolite. k. Turned the switch to the "on" position. l. Zeroed the horizontal angle to magnetic North. m. Indexed the vertical angle.	—	—
2. Determined horizontal angle with the theodolite. a. Centered the cross hairs on the target by adjusting the horizontal and vertical fine motion screws. b. Read the horizontal angle from the display.	—	—
3. Determined vertical angle with the theodolite and stadia rod. a. Determined the instrument height by placing the stadia rod beside the theodolite. b. Read the distance from the ground to the instrument height mark on the theodolite. c. Directed the individual holding the stadia rod to the area where the vertical angle is to be determined. d. Sighted the eyepiece on the stadia rod at the instrument height. e. Centered the cross hairs on the instrument height by adjusting the horizontal and vertical fine motion screws. f. Read the vertical display.	—	—
4. Determined distance with the theodolite and stadia rod.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

JTTP 4-06
 TM 11-5825-291-13

Related

Operate a Metal Detector
101-515-1653

Conditions: As a mortuary affairs specialist working in a field environment given a hand-held metal detector with an operator's manual, a predetermined search area with surface and/or subsurface metal objects, and/or metal objects on or near remains.

Standards: Operate a metal detector IAW with the operator's manual.

Performance Steps

1. Define the type of detection required.

NOTE: Metal detector has three setting for sensitivity that allows the user to define the type of detection required.

- a. Low.
- b. Medium.
- c. High.

2. Check power supply.

- a. PD140-PD140S 9V dry battery or 9V .
- b. VC209 charger PD140R-PD140SR 9V Ni-Cad with BC140 charger
- c. Standard 9V battery.

NOTE: Operates the metal detector in excess of 12 hours per battery of continuous operation.

- d. Ni-Cad batteries.

NOTE: Operates the metal detector in excess of 28 hours per battery of continuous operation.

NOTE: Under severe cold weather conditions battery life may be extended by carrying the electronics unit under the outer garments in order to keep the batteries warm

3. Perform operator's check (PMCS) on the metal detector and note any deficiencies.

- a. Search head for cracks and damage.
- b. Check headphone hook and pile material for serviceability.
- c. Check electronics unit for cracks, damage, and completeness.

NOTE: It is designed to detect metal masses carried by the remains, such as detecting weapons, detonators or other small pieces of metal on the remains. Subsurface objects can be reliably detected regardless of the variable qualities of the soil in which those objects are buried, especially under or on remains.

4. Preset switch to one selected level.

- a. Visible alarm
- b. Audible alarm
- c. Visible alarms

5. After operating metal detector.

- a. Turn off the detector.
- b. Clean the equipment with a wet or damp rag or sponge and let it dry.
- c. Check the equipment for damage.
- d. Report any defaults or deficiencies to your NCOIC.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

GO **NO GO**

1. Operated (PD140 series) hand held metal detector.

Performance Measures

GO **NO GO**

- 2. Determined the presence of objects on or under the surface of the ground, near or on the remains.

_____ _____

NOTE: The PD140 has standard sensitivity (PD140), and the (PD140S) has a high sensitivity for special applications.

NOTE: Both hand held metal detectors are available with a 9Volt dry battery or a rechargeable Ni-Cad battery, holster, ear piece and an output for an audible alarm.

- 3. Defined the type of detection required.
 - a. Low.
 - b. Medium.
 - c. High.

_____ _____

- 4. Checked the power supply.
 - a. PD140-PD140S 9V dry battery or 9V Ni-Cd.
 - b. VC209 charger PD140R-PD140SR 9V Ni-Cd with BC140 charger.
 - c. Standard 9V battery.

_____ _____

NOTE: Operates the metal detector in excess of 12 hours per battery of continuous operation.

d.Ni-Cd battery.

NOTE: Operates the metal detector in excess of 28 hours per battery of continuous operation.

NOTE: Under severe cold weather conditions battery life may be extended by carrying the electronics unit under the outer garments in order to keep the batteries warm

- 5. Performed operator's check (PMCS) on the metal detector and noted any deficiencies.
 - a. Searched the head for cracks and damage.
 - b. Checked the head phones hook and pile material for serviceability.
 - c. Checked the electronics unit for cracks, damage, and completeness.

_____ _____

NOTE: It was designed to detect metal masses carried by the remains, such as detecting weapons, detonators or other small pieces of metal on the remains. Subsurface objects could be reliably detected regardless of the variable qualities of the soil in which those objects were buried, especially under or on remains.

- 6. Presat the switch to one of the selected levels.
 - a. Visible alarm.
 - b. Audible alarm.
 - c. Visible alarms.

_____ _____

- 7. After Operating metal detector.
 - a. Turned off the detector.
 - b. Cleaned the equipment with a wet or damp rag or sponge and left it dry.
 - c. Checked the equipment for damage.
 - d. Reported any defaults or deficiencies to your NCOIC.

_____ _____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

Related

JTTP 4-06

Subject Area 2: Collection Point

Prepare a Collection Point Case File

101-515-1202

Conditions: As a Mortuary Affairs Specialist, given a blank case file folder, AR 638-2, JTTP 4-06, FM 10-64, completed DD Forms 1380, 2064, 565, 567, 890, 894, 1076, 1077, AF 137, and photographs of the remains.

Standards: Prepare case file folder IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Prepare an individual case file for each remains.
 - a. Prepare one original individual case file.
 - b. Prepare one duplicate individual case file.
 - c. Inscribe the tentative name, rank, SSN, seal number, and evacuation number for each remains on top portion of file folders.
2. Create an alpha index card.
 - a. Record the deceased name or unidentified designation, SSN, and evacuation number.
 - b. Maintain alpha index card file at the collection point for quick reference.
3. Place the following documents and records inside the case file folder for each remains.
 - a. Recovery tags and other accompanying paperwork.
 - b. Completed DD Form 1380 or DD Form 2064, if present.
 - c. Completed AF Form 137 (Footprint Record) for all remains recovered from air crashes.
 - d. Completed DD Form 890 (Record of Identification Processing-Effects and Physical Data).
 - e. Completed DD Forms 565, 567, 894, 1075, 1077.
 - f. Completed DD Form 1076 (Military Operations-Records of Personal Effects of Deceased Personnel).
 - g. Photographs of remains.
4. Place case file in a plastic zip lock bag and place in remains pouch.
5. Prepare a DD Form 1075 Convoy List of Remains of Deceased Personnel).
6. Generate a certificate of non-recoverability of missing portions, if needed.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin(s) or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared an individual case file for each remains. <ol style="list-style-type: none">a. Prepared one original individual case file.b. Prepared one duplicate individual case file.c. Inscribed the tentative name, rank, SSN, seal number, and evacuation number for each remains on top portion of file folder pertaining to that individual.	_____	_____
2. Created an alpha index card.	_____	_____

Performance Measures

GO **NO GO**

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> a. Recorded the deceased name or unidentified designation, SSN, and evacuation number. b. Maintained alpha index card file at the collection point for quick reference. | <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> |
| <p>3. Placed the following documents and records inside the case file folder for each remains.</p> <ul style="list-style-type: none"> a. Recovery tags and other accompanying paperwork. b. Completed DD Form 1380 or DD Form 2064, if present. c. Completed DD Form 894 (Record of Identification Processing-Fingerprint Chart). d. Completed AF Form 137 Footprint Record) for all remains recovered from air crashes. e. Completed DD Form 890 (Record of Identification Processing-Effects and Physical Data). f. Completed DD Form 1076 Military Operations-Records of Personal Effects of Deceased Personnel). g. Completed DD Forms 565, 567, 894, 1075, and 1077. h. Photographs of remains. | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>4. Placed case file in a plastic zip lock bag and placed in remains pouch.</p> | <p>_____</p> | <p>_____</p> |
| <p>5. Prepared a DD Form 1075 (Convoy List of Remains of Deceased Personnel).</p> | <p>_____</p> | <p>_____</p> |
| <p>6. Generated a certificate of non-recoverability of missing portions, if needed.</p> | <p>_____</p> | <p>_____</p> |

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-64
 JTTP 4-06

Related

Receive Remains, Effects and Records at a Collection Point (CP)

101-515-1404

Conditions: As a mortuary affairs specialist working in the receiving section of an established collection point given TOE and TDA equipment, personal protective equipment, JTTP 4-06, DD Forms (565, 567, 890, 894, 1076, 1077), AF Form 137, remains, and personal effects.

Standards: Process remains, effects, and records at a collection point IAW JTTP 4-06.

Performance Steps

1. Register remains on DD Form 1077 (Collection Point Register of Deceased Personnel), using recovery records and reports. (See Task #101-515-1607)
 - a. Enter DATE OF REPORT in block 1. Each day a new register will be prepared starting at 0001 and continuing to 2400.
 - b. Enter the PAGE number and the total number OF PAGES for DD Form 1077 in block 2.
 - c. Enter COLLECTION POINT NAME in block 3.
 - d. Enter COLLECTION POINT LOCATION by grid coordinates in block 4.
 - e. Enter ORGANIZATION OPERATING COLLECTION POINT in block 5.
 - f. Enter EVACUATION NUMBER in block 6.
 - g. Enter NAME of deceased or "unidentified" in block 7a.
 - h. Record RANK, social security number (SSN), and ORGANIZATION in blocks 7b, c, and d. If the name is not known, enters "not determined" in blocks 7b, c, and d.
 - i. Enter SEARCH AND RECOVERY NUMBER in block 8.
 - j. Record NAME OF PERSON AND/OR UNIT RECOVERING REMAINS in block 9.
 - k. Enter PLACE OF RECOVERY in block 10.
 - l. Enter DATE OF RECOVERY in block 11.
 - m. Enter UNIT RECEIVED FROM in block 12.
 - n. Forward the original to the Joint Mortuary Affairs Office (JMAO). Retains a copy at the collection point.
 - o. Enter location to which remains were evacuated in block 13.
2. Question personnel who deliver remains for recovery and identification data.
 - a. Ask about the type of recovery, whether it was an aircraft, vehicle, single, or multiple recovery.
 - b. Ask questions about the methods used to determine identification of remains and unit.
 - c. Ask personnel to identify exact locations where recovery was made.
 - d. Record any additional information.

NOTE: The recovery team can give valuable information concerning recovery and identification of remains.

3. Examine recovery reports for accuracy and completeness.
 - a. Compare information on these reports with the information furnished by the search and recovery team.
 - b. Check records for completeness.
 - c. Record any additional information and corrects any errors found as a result of questioning the search and recovery personnel.
 - d. Check the sketch and overlay for completeness and accuracy.
 - e. Ensure officer in charge (OIC)/designated representative of the collection point and the search and recovery team leader sign DD Form 567.
4. Prepare DD Form 565, if possible. (See Task #101-515-1643)
 - a. Ask the unit of the deceased to provide a person who knew the deceased. This person will view the remains for the purpose of visually identifying the deceased.
 - b. Obtain a statement from the person if he can positively identify the remains.
 - c. Prepare DD Form 565 in three copies with the following information:

Performance Steps

- (1) Record and describes means of identification used such as recognition of facial features, a scar, tattoo, or other particular anatomical feature.
 - (2) Obtain name, rank, social security number, organization, and signature of person making the statement.
 - (3) Obtain name, rank, organization, and signature of officer verifying statement.
5. Examine DA 1380 for identification information (if available).
 6. Search remains for explosives/ordnance. (See Task #101-515-1653)
 - a. Request assistance from explosive ordnance personnel.
 - b. Use the metal detector to determine whether objects such as explosives and/or ordnance are embedded in/on the remains.
 - c. Ensure that all explosives are separated from the remains.
 7. Search the remains for any effects that may have been overlooked by the search and recovery team(s).
 - a. Search the neck area for identification tags.
 - b. Search the clothing and pockets.
 - c. Search the boots.
 - d. Search the rucksack.
 - e. Request EOD assistance if needed.
 8. Examine the personal effects for those items having identification value.
 - a. Examine contents of wallet for personal papers, credit card numbers, club membership cards, and money order stubs.
 - b. Examine watch for serial number and inscription (dates and initials).
 - c. Examine identification bracelet for name, initials, or social security number.
 - d. Examine rings and pen sets for initials and inscriptions (date of birth or marriage).
 - e. Check photographs for identification information.
 - f. Examine keys for serial numbers and manufacturer's names.
 9. Examine military clothing and equipment for identification value.
 - a. Examine and records serial numbers on weapons, pistols, binoculars, compasses, and radios.
 - b. Examine LCE, headgear, boots, rucksacks and clothing for identification markings.
- NOTE: Remove all organizational equipment from remains and keep it separated from the personal effects. Turn over equipment to the appropriate supply officer.
- c. Leave all clothing on the remains.
10. Inventory personal effects using DD Form 1076. (See Task #101-515-1642)
 - a. Prepare four copies of DD Form 1076 for each remains.
 - b. Inventory all recovered personal effects belonging to the deceased and list the items on DD Form 1076.
 - c. List the amount and complete description of money found on the deceased.
- NOTE: If no personal effects were found on the remains, state this on the form (None Found).
- d. Enter information on deceased, if known, such as name, rank, social security number, organization, status, and date of status.
 - e. Enter date and place of recovery and includes the grid coordinates if known.
 - f. Enter date DD Form 1076 was prepared and signed, and enter number of pages.
 - g. Place the original and one copy in the personal effects bag.
 - h. Place railroad car seal, if available, on personal effects bag and crimp.
 - i. File one copy of DD Form 1076 in CP file.
 - j. Forward one copy to the Continental United States (CONUS) by airmail.
 - k. Attach personal effects bag securely to the remains to prevent separation during transit.
11. Record fingerprints on DD Form 894. (See Task #101-515-1644)
 - a. Complete upper portion of DD Form 894.
 - b. Clean the fingers with soap and water or alcohol.

Performance Steps

- c. Record finger impressions in appropriate blocks.
- d. Ensure prints are legible.
- e. Enter own name in "Impressions taken by" block.

12. Record footprints on AF Form 137, Footprint Record. (See Task #101-515-1645)

NOTE: If AF Form 137 is not available, the footprints can be recorded on plain paper or the reverse side of DD Form 894.

13. Prepare DD Form 890. (See Task #101-515-1646)

- a. Record all personal equipment.
- b. Record all personal identification media.
- c. Record all official military identification media.

14. Move remains to holding area for processing.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Registered remains on DD Form 1077, using information from recovery records and reports. (See Task #101-515-1607)	—	—
2. Received remains at a collection point. <ul style="list-style-type: none"> a. Met personnel delivering remains. b. Asked questions about the methods used to determine identification of remains and unit. c. Asked personnel to identify exact locations where recovery was made. d. Interviewed personnel delivering remains for recovery and identification data. e. Verified the convoy list of remains as remains are being off-loaded (when evacuating remains through one or more collection points). f. Took remains to receiving holding area. 	—	—
3. Examined recovery reports for accuracy and completeness. <ul style="list-style-type: none"> a. Compared information on these reports with the information furnished by the search and recovery team. b. Checked records for completeness. c. Recorded any additional information and corrected any errors found as a result of questioning the search and recovery personnel. d. Checked the sketch for completeness and accuracy. e. Ensured officer in charge (OIC)/designated representative of the collection point and search and recovery team leader signed DD Form 567. 	—	—
4. Provided DD Form 565, if possible. (See Task #101-515-1643)	—	—
5. Examined DD Form 1380 or DD Form 2064, if available, for identification information.	—	—
6. Searched the remains for any effects that may have been overlooked by the search and recovery teams. <ul style="list-style-type: none"> a. Searched the neck area for identification tags. b. Searched the clothing and pockets. c. Searched the boots. d. Searched the rucksack. 	—	—
7. Examined the personal effects for items having identification value.	—	—

Performance Measures

GO **NO GO**

- | | | |
|--|---------------------------|---------------------------|
| <ul style="list-style-type: none"> a. Examined contents of wallet for personal papers, credit card numbers, club membership cards, and money order stubs. b. Checked watch for serial number and inscription (dates and initials). c. Examined identification bracelet for name, initials, or social security number. d. Examined rings and pen sets for initials and inscriptions (date of birth or marriage). e. Checked photographs for identification information. f. Examined keys for serial numbers and manufacturer's names. | <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> |
| <p>8. Examined military clothing and equipment for identification value.</p> <ul style="list-style-type: none"> a. Examined and recorded serial numbers on weapons, pistols, binoculars, compasses, and radios. b. Examined LCE, headgear, kevlar, boots, rucksacks, and clothing for identification markings. c. Left all clothing on remains. | <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> |
| <p>9. Inventoried personal effects using DD Form 1076. (See Task #101-515-1642)</p> | <p>_____</p> | <p>_____</p> |
| <p>10. Recorded fingerprints on DD Form 894. (See Task # 101-515-1644)</p> | <p>_____</p> | <p>_____</p> |
| <p>11. Took footprints for all remains recovered from aircraft crashes using AF Form 137, reverse side of DD Form 894, or plain paper. (See Task # 101-515-1645)</p> | <p>_____</p> | <p>_____</p> |
| <p>12. Prepared DD Form 890. (See Task #101-515-1106)</p> | <p>_____</p> | <p>_____</p> |
| <p>13. Moved remains to holding area for processing.</p> | <p>_____</p> | <p>_____</p> |

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-64
 JTPP 4-06

Related

Process Remains, Effects and Records at a Collection Point

101-515-1106

Conditions: As a Mortuary Affairs Specialist in a field environment working in the processing section of a collection point, given JTTP 4-06, AR 638-2, FM 10-64, FM 10-286, prepared forms (DA Form 1380, DD Form 565, DD Form 567, sketch and DD Form 1077), and blank forms (DD Form 890, DD Form 891, DD Form 892, DD Form 893, DD Form 894, DD Form 2064).

Standards: Process remains, effects and records IAW AR 638-2, FM 10-64, FM 10-286 and JTTP 4-06.

Performance Steps

1. Process remains at a collection point.
 - a. Examine DD Form 1380 (US Field Medical Card) or DD Form 2064 (Certificate of Death Overseas) for identification information.
 - b. Ensure DD Form 2064 is prepared by medical doctor when and if DD Form 1380 is not received with the remains.
 - (1) Take remains to the nearest medical facility to have the document completed.
 - (2) Arrange for a medical doctor to come to the collection point to complete the documents.

NOTE: In cases where neither are present, attempt to coordinate with a medical officer to complete a certificate of death. Do NOT detain the remains from evacuation to obtain a certificate of death.

2. Search remains for explosives/ordnance.

NOTE: See task 101-515-1653 "Operate a Metal Detector".

- a. Request explosive ordnance detachment (EOD) assistance.
 - b. Use the metal detector to determine if explosives and/or other ordnance are embedded in/or on the remains.
 - c. Ensure that all nonporous objects are separated from the remains.
3. Search the remains for any effects that may have been overlooked by the search and recovery teams.
 - a. Check remains entirely for personal effects (front, back, sides, arms, legs, etc.,)
 - b. Check all clothing and pockets.
 - c. Remove the remains boots and socks and check inside.
 - d. Check other items of equipment received with the remains, such as rucksacks, ammunition pouches, first aid packets, canteen covers, etc.,.

4. Examine personal effects for identification value/media.

NOTE: Identification tags (ID tags) and Armed Forces identification cards are not personal effects and will not be removed from the remains. They provide valuable evidence to support identification of the deceased. Identification cards found on the remains will accompany the remains through channels of evacuation to the temporary interment site or mortuary.

- a. Check the contents of the wallet removed from the remains.
 - b. Examine watch for serial numbers, inscriptions, dates, and/or initials.
 - c. Examine identification bracelets for a name, initials, and/or dates.
 - d. Examine rings and open pen sets for initials, inscriptions, and/or dates.
 - e. Examine personal papers for credit card numbers, club membership cards, and money order stubs.
 - f. Examine keys for serial numbers and manufacture's names.
5. Examine military clothing and equipment for identification value/media.
 - a. Record serial numbers found on weapons, binoculars, radios, compasses, and global positioning systems (GPS).
 - b. Record identification markings found on LCE, headgear, kevlar, boots, battle dress uniforms, and other clothing or equipment.

Performance Steps

NOTE: Remove all serviceable organizational equipment from the remains and keep it separated from the personal effects. Ensure military equipment is turned over to the appropriate supply officer according to Title 10 U.S. Code 4712, AR 638-2, AR 700-84, and JTTP 4-06.

- c. Leave all clothing on the remains

- 6. Prepare DD Form 1076 for each remains.

NOTE: Also see task 101-515-1642, Record Data on DD Form 1076 (Military Operations - Record of Personal Effects of Deceased Personnel).

- a. Inventory all personal effects received with the deceased and list on DD Form 1076.
- b. List the amount and complete description of money found on the deceased.

NOTE: If no personal effects were found on the remains, state this on the form (none found).

- c. Enter information on the deceased if known, such as name, rank, social security number, organization, status, and date of status.
- d. Enter the date and place of recovery by area name and grid coordinates.
- e. Enter the date the DD Form was prepared, signed, and number of pages.
- f. Place the personal effects in a plastic zip lock bag to prevent the effects from being damaged.
- g. Place a copy of DD Form 1076 in the ziplock bag with the personal effects.
- h. Place the ziplock bag containing the personal effects in a personal effects bag.
- i. Secure a seal around the opening of the personal effects bag.
- j. File one copy of the DD Form 1076 in collection point records. (File records according to AR 25-400-2).
- k. Forward one copy to the Continental United States (CONUS) by airmail.
- l. Attach personal effects bag securely to the remains to prevent separation during transit.

- 7. Record fingerprints on DD Form 894 (Record of Identification Processing - Fingerprint Chart). (See Task # 101-515-1644).

- a. Complete upper portion of DD Form 894.
- b. Clean the fingers with soap and water or alcohol to remove dirt, grease, and other foreign matter and dry fingers thoroughly.
- c. Ink fingers that are to be printed.
- d. Record fingerprint impressions in appropriate blocks.
- e. Check to make sure prints are legible.
- f. Enter name of person taking prints in the "IMPRESSIONS TAKEN BY" block.

- 8. Take footprints of all personnel believed to be on flight status (i.e. aviators and crewmembers) using AF Form 137 (Footprint Record). (See Task # 101-515-1645).

NOTE: Some tactical situations require the rapid evacuation of remains and do not provide the opportunity to complete DD Forms 890, 891, 892, or 893 at the collection point. These forms may be completed later at a TMEP or mortuary prior to evacuation from theater.

- 9. Prepare DD Form 890 (Record of Identification Processing - Effects and Physical Data)

- a. Inspect all documents for completeness and accuracy to ensure that they are present and match the remains.
- b. Record all official identification found with remains (include personal effects aiding identification).
- c. Record all items of clothing and equipment found with the remains.

- 10. Record data on DD Form 891 (Record of Identification Processing - Dental Chart). (See task # 101-515-1648)

- a. Remove foreign matter from teeth of remains.
- b. Record carries on dental chart.
- c. Shade in the restored areas of the teeth on the dental chart.
- d. Mark missing teeth in the correct blocks.
- e. Record condition of teeth in "Conditions" blocks at the bottom of the form by placing an X in the appropriate block to indicate any unusual tooth condition.
- f. Complete recording of information on reverse side of DD Form 891.

Performance Steps

11. Prepare DD Form 892 (Record of Identification Processing - Skeletal Chart). (See task # 101-515-1649)
 - a. Lay out skeletal remains in the anatomical position.
 - b. Remove foreign matter from the bones.
 - c. Complete upper left portion of DD Form 892.
 - d. Examine remains for missing, shattered, burned, or fractured bones.
 - e. Record missing bones by blackening of bones on anatomical outline.
 - f. Check remains and record identifying marks.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin(s) or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Processed remains at a collection point.	—	—
2. Searched remains for explosives/ordnance.	—	—
3. Searched remains for additional personal effects.	—	—
4. Examined personal effects for identification value/media.	—	—
5. Examined military clothing and equipment for identification value/media.	—	—
6. Prepared DD Form 1076 for each remains.	—	—
7. Prepared DD Form 894 for each remains.	—	—
8. Prepared AF Form 137 for each remains believed to be on flight status.	—	—
9. Prepared DD Form 890.	—	—
10. Prepared DD Form 891.	—	—
11. Prepared DD Form 892.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required	Related
AR 638-2	
FM 10-286	
FM 10-64	
JTTP 4-06	

**Record Data on DD Form 1077 (Collection Point Register of Deceased Personnel)
101-515-1607**

Conditions: As a mortuary affairs specialist working in the receiving section of a collection point given an established collection point in a field environment, human remains, personal effects, search and recovery tags, a blank DD Form 1077, and FM 10-64.

Standards: Record data on DD Form 1077 IAW FM 10-64.

Performance Steps

1. Start a new register each day at 0001 hours.
2. Register remains on DD Form 1077, Collection Point Register of Deceased Personnel using recovery records and reports.

NOTE: If any entry on this form cannot be verified and entry of "UNKNOWN" or "UNK" must be used.

- a. Enter current date of report in block 1.
- b. Enter the PAGE number and the total number of PAGES for DD Form 1077 in block 2.
- c. Enter COLLECTION POINT NAME name/number in block 3.
- d. Enter COLLECTION POINT LOCATION using map reference and grid coordinates in block 4.
- e. Enter ORGANIZATION OPERATING COLLECTION POINT in block 5.
- f. Enter EVACUATION NUMBER in block 6.
- g. Enter information on the deceased, such as the NAME of deceased or "UNK", in block 7a.
- h. Record RANK, social security number (SSN), and ORGANIZATION, or "UNK" in blocks 7b, c, and d.
- i. Enter SEARCH AND RECOVERY NUMBER number in block 8.
- j. Record NAME OF PERSON AND/OR UNIT RECOVERING REMAINS in block 9.
- k. Enter PLACE OF RECOVERY and grid coordinates in block 10.
- l. Enter DATE OF RECOVERY in block 11.
- m. Enter UNIT RECEIVED FROM in block 12.
- n. Enter where remains were evacuated to in block 13.

3. Move remains to processing area.

NOTE: Use holding area is processing area is full.

4. Close the register at 2400 hours.
5. Forward each original DD Form 1077 to the Joint Mortuary Affairs Office (JMAO).
6. Retain a copy of each DD Form 1077 at the collection point.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. A mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Started a new register at 0001 hours.	_____	_____
2. Registered remains on DD Form 1077, Collection Point Register of Deceased Personnel using recovery records and reports.	_____	_____
3. Moved remains to processing area.	_____	_____
4. Closed register at 2400 hours.	_____	_____
5. Forwarded the original DD Form 1077 to the JMAO.	_____	_____

Performance Measures

GO **NO GO**

6. Retained a copy of the DD Form 1077 at the collection point.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related

**Record Data on DD Form 1075 (Convoy List of Remains of Deceased Personnel)
101-515-1609**

Conditions: As a mortuary affairs specialist working at a collection point given FM 10-64, DD Form 1075, and remains prepared for evacuation.

Standards: Record data on DD Form 1075 IAW FM 10-64.

Performance Steps

1. Record data on DD Form 1075 (Convoy List of Remains of Deceased Personnel).
NOTE: If any entry on this form cannot be verified, use the terms "UNKNOWN" or "UNK" as applicable.
 - a. List all remains being evacuated.
 - b. Enter designation of unit operating collecting point in block 1.
 - c. Enter designation of unit and location where the remains are to be delivered in block 2.
 - d. Enter date DD Form 1075 is prepared in block 3.
 - e. Enter page number in block 4.
 - f. Enter number of pages that make up the listing of remains in block 4.

2. List all information on remains being evacuated from the collecting point in the following blocks.
 - a. List VEHICLE NUMBER in block 5. (Show bumper number, registration number, tail number of aircraft, or other identification numbers/marks.)
 - b. List the full evacuation number issued by the unit operating the collecting point for each remains being evacuated in block 6.
 - c. List tentative identification (last, first, middle initial), grade, social security number or "UNK" for each remains being evacuated in block 7 a, b, c, & d.
 - d. Enter DATE and TIME aircraft/vehicle departed in block 8 a & b .
 - e. Fill in the NAME, GRADE and ORGANIZATION of the person responsible for transporting the remains in Blocks 9 a, b, & c.
 - f. Ensure vehicle commander signs for the remains in block 9d and enters the date in block 9e.

3. List all information on remains being received at destination.
 - a. Enter DATE and TIME aircraft/vehicle arrived at destination in block 10 a & b .
 - b. Fill in the NAME, GRADE and ORGANIZATION of the person responsible for receiving the remains in Blocks 11 a, b, & c. Ensure record is signed in block 11 d.
 - c. Enter date remains were received in block 11 e.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

GO NO GO

1. Recorded data on DD Form 1075 (Convoy List of Remains of Deceased Personnel).

_____ _____

NOTE: If any entry on this form could not be verified, used the terms "UNKNOWN" or "UNK" as applicable.

- a. Listed all remains being evacuated.
- b. Entered designation of unit operating collecting point in block 1.
- c. Entered designation of unit and location where the remains were delivered in block 2.
- d. Entered date DD Form 1075 was prepared in block 3.
- e. Entered page number in block 4.
- f. Entered number of pages that made up the listing of remains in block 4.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
2. Listed all information on remains being evacuated from the collecting point in the following blocks.	——	——
a. Listed VEHICLE NUMBER in block 5. Showed bumper number, registration number, tail number of aircraft, or other identification numbers/marks.		
b. Listed the full evacuation number issued by the unit operating the collecting point for each remains being evacuated in block 6.		
c. Listed tentative identification (last, first, middle initial), grade, social security number or "UNK" for each remains being evacuated in block 7 a, b, c, & d .		
d. Entered DATE and TIME aircraft/vehicle departed in block 8 a & b.		
e. Filled in the NAME, GRADE and ORGANIZATION of the person responsible for transporting the remains in blocks 9 a, b, & c. Ensured record was signed in block 9 d.		
f. Ensured vehicle commander signed for the remains in block 9d and dated block 9 e.		
3. Listed all information on remains being received at destination.	——	——
a. Entered DATE and TIME aircraft/vehicle arrived at destination in block 10 a & b .		
b. Filled in the NAME, GRADE and ORGANIZATION of the person responsible for receiving the remains in blocks 11 a, b, & c. Ensured record was signed in block 11 d.		
c. Entered date remains were received in block 11e.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 10-64

Related

Record Data on DD Form 894 (Record of Identification Processing-Fingerprint Chart)

101-515-1644

Conditions: As a mortuary affairs specialist working in a field environment given FM 10-286, a litter (one per remains), litter stands (two per remains), fingerprinting kit (post-mortem), pencil, clipboard, shovel, DD Form 894 and rubber gloves (OSHA equipment).

Standards: Record data on DD Form 894 IAW FM 10-286.

Performance Steps

1. Maintain the post-mortem Fingerprint Kit.

NOTE: Items in the Fingerprint Kit include cleaning fluid, ink, spoon or shovel, tabletop type card holder, inking pad/slab or plate, roller, carrying case.

- a. Inspect the fingerprinting equipment for cleanliness.
- b. Ensure all items are in good condition.
- c. Ensure there is no shortage of supplies.

2. Record data on DD Form 894.

- a. Enter name or "unidentified", enter rank and social security number or "N/D" (not determined) in the appropriate spaces.

NOTE: If the decedent's identification card is available, attach it to DD Form 894.

- b. Enter the evacuation number.
- c. Enter N/A in the blocks for Plot, Row and Grave.
- d. Indicate if any fingers are missing in the appropriate blocks on the form.
- e. Record damaged fingers such as burned, mutilated, or decomposed in appropriate blocks.

3. Prepare DD Form 894 for fingerprints.

- a. Fold DD Form 894 lengthwise in the center.
- b. Lift the bar on the cardholder and slide the folded form forward under the bar until blocks 1 through 5 are positioned at the front of the cardholder.
- c. Flatten form until only the print panels show.
- d. Press down on the bar until the form is secured in the holder.

4. Clean fingers of the remains and dry thoroughly.

NOTE: Always wear protective clothing and equipment when handling remains.

NOTE: Failure to thoroughly clean the fingers or inking apparatus of foreign substances and perspiration will cause false markings on the print and distract or conceal characteristics.

NOTE: Ink will not adhere to wet skin.

5. Prepare inking plate for fingerprinting.

- a. Apply a small amount of ink to the inking glass or slab.
- b. Thoroughly roll until a very thin, even film covers the entire surface.

6. Fingerprint all fingers from which prints can be obtained.

- a. Apply ink to the fingers, one at a time, using the inking pad.

NOTE: If the remains' fingers are stiff, place your thumb on the knuckle of the stiffened finger and gently straighten the finger. If the fingers are decomposed, contact your NCOIC.

- (1) Hold the finger so that the finger bulb is exposed.
- (2) Place the side of the finger bulb nearest the remains onto the inking pad.
- (3) Roll the finger away from the remains while rolling the pad in the same direction.

- b. Transfer impressions of inked fingers to DD Form 894.

- (1) Place the side of the finger bulb nearest your body onto the appropriate fingerprint chart space. (Fingerprint chart should be on clipboard.)

Performance Steps

- (2) Press finger lightly on the card and roll it.
- (3) Roll the finger away from your body while rolling the chart and clipboard in the same direction.

NOTE: If using spoon or shovel, do not roll the finger. Press the bulb of the finger on the form. Then lift the finger.

- c. Verify that fingerprint impressions are legible and in the proper blocks.

- 7. Finalize DD Form 894.
 - a. Staple ID card to DD Form 894.
 - b. Complete "Impressions Taken By" block.

NOTE: Do not write in the Federal Bureau of Investigations section.

- 8. Clean fingers of remains, clothing, fingerprint kit, and components after printing remains.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Maintained postmortem Fingerprint Kit. <ul style="list-style-type: none"> a. Inspected the fingerprinting equipment for cleanliness. b. Ensured all items were in good condition. c. Ensured there was no shortage of supplies. 	—	—
2. Recorded data on DD Form 894. <ul style="list-style-type: none"> a. Entered name or "unidentified", entered grade and social security number or "N/D" (not determined) in the appropriate spaces. b. Entered evacuation number, or search and recovery number. c. Entered N/A in the blocks for Plot, Row and Grave. d. Recorded decedent's fingerprints in the proper spaces. e. Recorded damage to fingers such as burned, mutilated, or decomposed, in appropriate spaces. 	—	—
3. Inserted the (DD Form 894) Fingerprint Chart in the appropriate cardholder.	—	—
4. Cleaned and dried fingers of the remains before applying ink.	—	—
5. Prepared inking plate for fingerprinting.	—	—
6. Recorded fingerprints on DD Form 894 using the proper procedures. <ul style="list-style-type: none"> a. Ensured prints were legible. b. Verified that fingerprint impressions were in proper blocks. 	—	—
7. Finalized DD Form 894. <ul style="list-style-type: none"> a. Stapled ID card to DD Form 894. b. Completed "Impressions Taken By" block. 	—	—
8. Cleaned fingers of remains, clothing, fingerprint kit, and components after printing remains.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 10-286

Related

References
Required
JTTP 4-06

Related

**Record Data on DD Form 890 (Record of Identification Processing-Effects and Physical Data)
101-515-1646**

Conditions: As a mortuary affairs specialist working in a field environment given an established collection point, DD Form 890, remains, individual and organizational equipment, a litter (one per remains), litter stands (two per remains), JTTP 4-06, and FM 10-64.

Standards: Record data on DD Form 890 IAW FM 10-64 and JTTP 4-06.

Performance Steps

1. Record data on DD Form 890.
 - a. Enter the date form is completed in the DATE block.
 - b. Enter name of the deceased (Last, First, Middle initial) or enter "UNKNOWN" if unknown in the NAME block.
 - c. Enter GRADE and SSN; enter "UNK" if unknown.
 - d. Enter NAME of UNIT where the form is completed.
 - e. Enter PLOT, ROW, and grave SPACE NUMBER when remains are buried in an interment site.
2. Imprint ID tag in the block designated for that purpose.
 - a. If ID tags are missing, enter "MISSING".
 - b. If ID Tags are mutilated enter "MUTILATED" followed by the information on the ID tags.
3. Complete the OFFICIAL IDENTIFICATION FOUND WITH REMAINS block.
 - a. If ID tags not found around the remains neck, indicate, on the remains, where they were found.
 - b. Record data from Official Identification Card (Armed Forces Identification Card).
 - c. Record data from DD Form 1380 (US Field Medical Card) or DD Form 2064 (Certificate of Death (OVERSEAS)).
 - d. Record data from documents such as vehicle operator's permit, credit cards, marriage certificate, will or money orders.
 - e. Record data from items showing name or social security numbers.
4. Complete the ITEMS OF CLOTHING AND EQUIPMENT FOUND with REMAINS block.
 - a. Record sizes and type of clothing, distinctive insignia, and laundry markings.
 - b. Record any markings discovered in footgear, headgear, web belt, and kevlar, as detailed in AR 700-74.
 - c. Record full description of insignia, decorations, medals, and campaign badges.
 - d. Provide a complete description of military equipment, including identification numbers.
 - e. Record data from decedent's military records, including name, grade, and service or social security number.
 - f. List all equipment found on the remains, including serial numbers and type.
5. Record the physical descriptions of the remains.
 - a. Mark appropriate blocks with an "X" to indicate the actions that have been taken.
 - (1) Fingerprints were taken.
 - (2) X-rays were taken for semiskeletal remains.
 - (3) Fluoroscope statement is attached.
 - (4) Photographs were taken.
 - (5) Anthropologist statement was made.
 - (6) Chemical statement is attached.
 - b. Make physical examination, using rubber gloves (surgical gloves if available), to determine the following.
 - (1) Estimated height as determined by table or long bone measurement.
 - (2) Muscularity or build.
 - (3) Color of hair.
 - (4) Race or nationality, as determined by ID specialist or anthropologist.
 - (5) Tattoos, scars, or marks on body.

Performance Steps

- (6) Evidence of healed fractures and bone malformations.
 - (7) Wounds or injuries as determined by the anthropologist.
6. Enter information in the Physical Description Blocks, using data taken from DD Forms 892 and 893 or obtained by direct observation.
 7. Place DD Form in the remains case file.

Evaluation Preparation: Use a predetermined site and provide the soldier with all the required materials and equipment. Tell the soldier that a mannequin or skeletal remains will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeletal remains as though it were an actual remains.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Recorded data on DD Form 890.	_____	_____
a. Entered the date when form was completed in the DATE block.		
b. Entered name of the deceased (Last, First, Middle initial) or entered "UNKNOWN" if unknown in the NAME block.		
c. Entered GRADE and SSN; entered "UNK" if unknown.		
d. Entered NAME of UNIT where the form was completed.		
e. Entered PLOT, ROW, and grave SPACE NUMBER when remains were buried in an interment site.		
2. Imprinted ID tag in the block for the imprint tag.	_____	_____
a. If ID tags were missing, entered "MISSING".		
b. If ID tags were mutilated, entered "MUTILATED" followed by the information on the ID tags.		
3. Completed the OFFICIAL IDENTIFICATION FOUND WITH REMAINS block.	_____	_____
a. If ID tags were not found around the remains neck, indicated where they were found on the remains.		
b. Recorded data from Official Identification Card (Armed Forces Identification Card).		
c. Recorded data from DD Form 1380 (US Field Medical Card) or DD Form 2064 (Certificate of Death (OVERSEAS)).		
d. Recorded data from documents such as vehicle operator's permit, credit cards, marriage certificate, will or money orders.		
e. Recorded objects showing name or social security numbers.		
4. Completed the ITEMS OF CLOTHING AND EQUIPMENT FOUND with REMAINS block.	_____	_____
a. Recorded sizes and type of clothing, distinctive insignia, and laundry markings.		
b. Recorded any markings discovered in footgear, headgear, web belt, and kevlar, as detailed in AR 700-74.		
c. Recorded full description of insignia, decorations, medals, and campaign badges.		
d. Provided a complete description of military equipment, including identification numbers.		
e. Recorded data from decedent's military records, including name, grade, service or social security number, along with other pertinent data.		
f. Listed all equipment found on the remains, including serial numbers and type.		
5. Recorded the physical descriptions of the remains.	_____	_____

Performance Measures

GO **NO GO**

- a. Marked appropriate blocks with an "X" to indicate the actions that had been taken.
 - b. Made physical examination, using rubber gloves (surgical gloves if available), to determine the following.
6. Entered information in the Physical Description Blocks, using data taken from DD Forms 892 and 893 or obtained by direct observation. — —
7. Placed DD Form in the remains case file. — —

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 10-64
JTTP 4-06

Related
FM 10-286

Ship Remains, Effects, and Records from a Collection Point
101-515-1608

Conditions: As a mortuary affairs specialist working at a collection point in a field environment given remains, effects and records, blank DD Form 1075, DA Form 1380, zip lock bags, personal effects bag, human remains pouch, evacuation tags, and JTTP 4-06.

Standards: Ship remains, effects, and records IAW JTTP 4-06.

Performance Steps

1. Prepare remains, effects, and records for evacuation from the collection point.
2. Place remains and effects in a human remains pouch.
3. Gather recovery records and reports.
 - a. Place all available records and reports together in an accordion-type folder, manila folder, or briefcase for safekeeping during transport.
 - b. Ensure DD Form 1380, U.S. Field Medical Card, if available, is attached to remains and place remains in human remains pouch.

NOTE: See Task 101-515-1106 steps 1a & 1b.

4. Check both copies of DD Form 1075 for accuracy and completeness (See Figure F11 in FM 10-64).
- NOTE: If any entry on this form cannot be verified, use the terms "UNKNOWN" or "UNK", as applicable.

5. Ensure personal effects bag is with the remains.
 - a. Inspect the personal effects bag to ensure it is still securely fastened to the remains.
 - b. Inspect the seal of the personal effects bag to ensure the seal has not been tampered with or broken.
6. Prepare the vehicle for transport of remains.
 - a. Check vehicle number to ensure that it is the same number as recorded on DD Form 1075, Convoy List of Remains.
 - b. Check the vehicle cargo area to ensure the remains can be secured properly.
 - c. Ensure the vehicle is covered. If necessary, adjust the tarpaulin to cover the vehicle cargo area.
7. Load remains, litters, and effects on vehicle.
 - a. Load the remains feet first.
 - b. Keep the remains covered at all times.
 - c. Place the remains and effects on the vehicles in such a manner as to prevent loss, damage, or shifting.
8. Escort remains to designated location.
 - a. Sign for remains.
 - b. Enter DATE and DEPARTURE time on DD Form 1075.
 - c. Ensure the remains are concealed from public view and guarded at all times.
9. Deliver remains to destination.
 - a. Enter date and arrival time on DD Form 1075.
 - b. Unload remains and effects.
 - c. Ensure NCOIC or designated representative signs for the remains on DD Form 1075.
 - d. Ensure NCOIC or designated representative signs for the effects on DD Form 1076.
 - e. Maintain a copy of DD Forms 1075 and 1076 for collection point records.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training

purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Prepared remains, effects, and records for evacuation from the collection point.	—	—
2. Placed remains and effects in a human remains pouch.	—	—
3. Gathered recovery records and reports.	—	—
a. Placed all available records and reports in an accordion-type folder, manila folder, or briefcase for safekeeping during transport.		
b. Ensured DD Form 1380, U.S. Field Medical Card, if available, was attached to remains and placed remains in human remains pouch.		
4. Checked both copies of DD Form 1075 for accuracy and completeness (See Figure F11 in FM 10-64).	—	—
5. Ensured personal effects bag was with the remains.	—	—
a. Inspected the personal effects bag to ensure it was securely fastened to the remains.		
b. Inspected the seal of the personal effects bag to ensure the seal had not been tampered with or broken.		
6. Prepared the vehicle for transport of remains.	—	—
a. Checked vehicle number to ensure that it was the same number as recorded on DD Form 1075, Convoy List of Remains.		
b. Checked the vehicle cargo area to ensure the remains could be secured properly.		
c. Insured the vehicle was covered.		
7. Loaded remains, litters, and effects on vehicle.	—	—
a. Loaded the remains feet first.		
b. Kept the remains covered at all times.		
c. Placed the remains and effects on the vehicles in such a manner as to prevent loss, damage, or shifting.		
8. Escorted remains to designated location.	—	—
a. Signed for remains.		
b. Entered DATE and DEPARTURE time on DD Form 1075.		
c. Ensured the remains were concealed from public view and guarded at all times.		
9. Delivered remains to destination.	—	—
a. Entered date and arrival time on DD Form 1075.		
b. Unloaded remains and effects.		
c. Had NCOIC or designated representative sign for the remains on DD Form 1075.		
d. Had NCOIC or designated representative sign for effects on DD Form 1076.		
e. Maintained a copy of DD Forms 1075 and 1076 for collection point records.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-64
 JTTP 4-06

Related

Subject Area 3: MA Decontamination Point

**Receive Remains at a MADCP Dismount Site
101-515-1707**

Conditions: As a mortuary affairs specialist working at the dismount point of a fully equipped and operational mortuary affairs decontamination collection point (MADCP) given JTTP 4-06, DD Form 1077, contaminated remains being delivered, and NBC equipment.

Standards: Receive remains IAW JTTP 4-06.

Performance Steps

1. Assist driver in the off loading of remains and personal effects.
 - a. Check evacuation number assigned to each remains.
 - b. Log remains on DD Form 1077 (Collection point register of deceased personnel).
 - c. Etch evacuation number on a metal tag and tie to remains boot or foot.
 - d. Strap remains down on litter.

NOTE: Strapping the remains onto a litter will control their movement.

- e. Place remains in refrigerated storage (designated holding area).

NOTE: Ensure the refrigeration stays between the temperature of 34 to 37 degrees.

2. Notify EOD personnel to remove unused munitions and place in the munitions storage area.
 - a. Place unexploded munitions, such as grenades or small arms, in the munitions holding area.
 - b. Sandbag and place munitions holding area at least 20 meters from any processing area.
3. Strap remains down on litter.
4. Carry remains to reception station.
 - a. Place remains on a spine board in the holding area .
 - b. Place remains on the roller conveyor system.
5. Carry remains to the holding station when reception station is backlogged.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

GO NO GO

1. Assisted driver in off loading the remains and personal effects.
 - a. Checked evacuation number assigned to each remains.
 - b. Logged remains on DD Form 1077 (Collection point register of deceased personnel).
 - c. Etched evacuation number on a metal tag and tied to remains boot or foot.
 - d. Strapped remains down on litter.
 - e. Placed remains in refrigerated storage (designated holding area).

_____ _____

NOTE: Ensured the refrigeration stays between the temperature of 34 to 37 degrees.

2. Notified EOD to removed unused munitions and placed them in the munitions storage area.
 - a. Placed unexploded munitions, such as grenades or small arms, in the munitions holding area.
 - b. Sandbagged and placed munitions holding area at least 20 meters from any processing area.

_____ _____

Performance Measures

	<u>GO</u>	<u>NO GO</u>
3. Strapped remains down on litter.	—	—
4. Carried remains to reception station.	—	—
a. Placed remains on a spine board in the holding area .		
b. Placed remains on the roller conveyor system.		
5. Carried remains to the holding station when reception station was backlogged.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
AR 638-2
FM 3-100
FM 3-4
FM 3-5
FM 3-7
USAEHA TG 195

Process Remains at a MADCP Reception Station
101-515-1210

Conditions: As a mortuary affairs specialist working as a receiving clerk in a mortuary affairs decontamination collection point (MADCP) given AR 638-2, FM's 3-4, 3-5, 10-64, JTTP 4-06, contaminated remains and effects, and DD Form 1076.

Standards: Process remains IAW AR 638-2, FMs 3-4, 3-5, 10-64 and Joint Pub 4-06.

Performance Steps

1. Initiate a case file.

NOTE: Remains are rolled on the roller conveyor from the holding area. The remains are on a spine board.

2. Remove all clothing and equipment from the remains.

NOTE: Identification tags found around the neck are left on the remains.

3. Inspect clothing and remains for PE and identification media.

NOTE: When clothing has been removed and PE inventoried, the case file and PE are given to the litter bearer.

4. Cut open all pockets to ensure all effects are recovered.

5. Place contaminated PE in plastic bag and label with an evacuation number/tag.

6. Place equipment and clothing in hazardous waste containers.

7. Inventory PE and initiate DD Form 1076.

NOTE: A team of two soldiers inventories the personal effects. The mortuary affairs specialist removing the PE calls out the effects to a second mortuary affairs specialist who records them on DD Form 1076 (Record of Personal Effects).

- a. Check all personal effects with the appropriate monitor/test kit device for chemical/nuclear contamination.

- b. Place effects testing negative in a plastic bag labeled with an evacuation number/tag.

NOTE: Nondurable items testing positive are entered on a certification of destruction and placed in the contaminated waste barrel with all contaminated clothing and equipment.

8. Prepare a certificate of destruction.

NOTE: The MADCP NCOIC or OIC signs this certificate and the certificate of destruction becomes a document in the remains case file.

- a. Place items of intelligence value in a plastic bag, tagged with the same evacuation number as the remains, and set aside.

- b. Contact an intelligence officer to determine proper disposition of the items.

9. Reattach the metal tag, with the evacuation number, to the remains.

10. Hand carry case file and personal effects while pushing remains to the next station.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin(s) or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures

1. Initiated a case file.

GO **NO GO**

Performance Measures	<u>GO</u>	<u>NO GO</u>
2. Removed all clothing and equipment from the remains.	—	—
3. Inspected clothing and remains for personal effects and identification media.	—	—
4. Cut open all pockets to recover all personal effects.	—	—
5. Placed contaminated personal effects in plastic bag with an evacuation number/tag.	—	—
6. Placed the equipment and clothing in hazardous waste containers.	—	—
7. Inventoried personal effects and initiated DD Form 1076.	—	—
a. Checked all personal effects with the appropriate monitor/test kit device for chemical/nuclear contamination.		
b. Placed nondurable items testing positive in the contaminated waste barrel and recorded this information on a certificate of destruction.		
c. Placed personal effects that tested negative in a plastic bag labeled with an evacuation number/tag.		
8. Prepared a certificate of destruction.	—	—
a. Placed items of intelligence value in a plastic bag, tagged with the same evacuation number as the remains, and set aside.		
b. Contacted an intelligence officer to determine proper disposition of the items.		
9. Reattached the metal tag, with the evacuation number, to the remains.	—	—
10. Hand carried case file and personal effects while pushing remains to the next station.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AR 638-2
- FM 10-64
- FM 3-4
- FM 3-5
- JTTP 4-06

Related

**Process Remains at a MADCP Wash/Rinse Station
101-515-1708**

Conditions: As a mortuary affairs specialist working at the wash/rinse station of a fully equipped and operational mortuary affairs decontamination collection point (MADCP) given contaminated remains, decontamination equipment, personal protective equipment, and JTTP 4-06.

Standards: Process remains at a MADCP wash/rinse station IAW JTTP 4-06.

Performance Steps

1. Instruct litter bearers to move the remains to the wash/rinse portion of the tent.
2. Review the case file and examine all personal effects.
3. Decontaminate remains.

NOTE: There are a variety of decontaminating solutions that could be used and emerging technology for decontamination equipment; however, the procedures listed below will remain the same.

- a. Leave remains on the spine board and roller conveyors.
- b. Spray remains with soapy water.
- c. Wash remains with a sponge.

NOTE: Ensure personnel wash between the legs and under the arms. Pay particular attention to the hair, eyes, mouth, and ears.

- d. Roll remains onto side and repeat step b and c to ensure the entire body is completely washed.
- e. Spray remains with a sodium hypochlorite solution after the remains are completely washed.
- f. Use a sponge or soft bristle brush in conjunction with the spray.

NOTE: Use a moderate pressure spray at all times especially when spraying into wounds, the mouth and nostrils. Solution must be in contact with remains for at least five minutes.

- g. Rinse the remains with clear water to remove the sodium hypochlorite solution.

4. Clean and decontaminate personal effects and spine board in the same manner as the remains.
 - a. Place all personal effects in a clean plastic bag after they are decontaminated.
 - b. Tag the personal effects bag with evacuation number and move with the remains.
5. Allow remains to drain completely.
6. Keep sides of tent rolled up for better ventilation.
7. Move the remains, case file, and personal effects to the Detection/QC Station.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Instructed litter bearers to move the remains to the wash/rinse portion of the tent.	—	—
2. Reviewed the case file and examined all personal effects.	—	—
3. Decontaminated remains. <ol style="list-style-type: none"> a. Left remains on the spine board and roller conveyors. b. Sprayed remains with soapy water. c. Washed remains with a sponge. d. Rolled remains onto side and repeated steps b & c to ensure the entire body was completely washed. 	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
e. Sprayed remains with a sodium hypochlorite solution after the remains were completely washed. Allowed solution to stay in contact with remains for at least five minutes.		
f. Used a sponge or soft bristle brush in conjunction with the spray.		
g. Rinsed the remains with clear water to remove the sodium hypochlorite solution.		
4. Cleaned and decontaminated personal effects and spine board in the same manner as the remains.	—	—
a. Placed all personal effects in a clean plastic bag after they were decontaminated.		
b. Tagged the personal effects bag with evacuation number and moved with the remains.		
5. Allowed remains to drain completely.	—	—
6. Kept sides of tent rolled up for better ventilation.	—	—
7. Moved the remains, case file, and personal effects to the Detection/QC Station.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
AR 638-2
FM 3-3
FM 3-4
FM 3-5
FM 3-7
FM 3-9

Process Remains at a MADCP Detection/Quality Control Station
101-515-1212

Conditions: As a mortuary affairs specialist working at a mortuary affairs decontamination collection point (MADCP) given decontaminated remains and effects, NBC test equipment, AR 638-2, FM's 3-4, 3-4, 10-64, and JTTP 4-06.

Standards: Process remains IAW AR 638-2, FM's 3-4,3-5, 10-64 and Joint Pub 4-06.

Performance Steps

1. Ensure personal effects and case file are secured and accompany remains.

NOTE: Litter bearers move the remains, personal effects, and case file from the wash/rinse station and will bring them to the detection/quality control station.

2. Check remains to ensure all contamination has been eliminated.
3. Place the top half of a transfer case over the remains.
4. Instruct the litter bearers or the NBC NCO to raise the side of the transfer case and check remains with the appropriate test and/or monitor kit and/or device.
5. Check the PE with the appropriate monitoring, test kit, and or device.
6. Remove the top half of the transfer case and clean with decontamination solution, as needed.
7. Place remains in human remains pouch.
8. Return remains and effects to the wash/rinse station and repeat the process if remains still register contamination.

NOTE: If, after three decontamination attempts, the remains and personal effects still register contamination, they will be segregated in the holding area and technical experts will be consulted. If remains cannot be decontaminated, they are, with the geographic combatant commander's concurrence, interred in theater.

9. Move decontaminated remains to the "hot line".
 - a. Transfer the remains to a clean litter brought by litter bearers from the release station.
 - b. Transfer the case file and personal effects to the litter bearers from the release station.
 - c. Return the spine board to the reception station.

NOTE: Personnel from the contaminated area do not cross to the non-contaminated side without completing the personal decontamination process.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Ensured personal effects and case file were secured and accompanied remains.	—	—
2. Checked remains to ensure all contamination had been eliminated.	—	—
3. Placed the top half of a transfer case over the remains.	—	—
4. Instructed the litter bearers and NBC NCO to raise the side of the transfer case and checked remains with the appropriate test and/or monitor kit and/or device.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
5. Checked the personal effects with the appropriate monitoring, test kit, and/or device.	—	—
6. Removed the top half of the transfer case and cleaned with decontamination solution, as needed.	—	—
7. Placed remains in human remains pouch.	—	—
8. Returned remains and effects to the wash/rinse station and repeated the process if remains were found to be contaminated.	—	—
9. Moved decontaminated remains to the "hot line".	—	—
a. Transferred the remains to a clean litter brought by litter bearers from the release station.		
b. Transferred the case file and personal effects to the litter bearers from the release station.		
c. Returned the spine board to the reception station.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
 AR 638-2
 FM 10-64
 FM 3-4
 FM 3-5
 JTTP 4-06

Related

Process Remains at a MADCP Release Station
101-515-1213

Conditions: As a mortuary affairs specialist assigned to a mortuary affairs decontamination collection point (MADCP), given FM's 3-4, 3-5, 10-64, AR 638-2, DD Forms 1075 and 1076, litters, litter stands, seals, personal effects bags, and human remain pouches, and JTTP 4-06.

Standards: Process remains IAW AR 638-2, FM 3-4, FM 3-5, FM 10-64, and JTTP 4-06

Performance Steps

1. Receive remains at the release station.
 - a. Place the remains and pouch in a second remains pouch.
 - b. Inventory personal effects (PE) and check them against DD Form 1076.
 - c. Sign DD Form 1076 if the inventory is correct.
 - d. Place the PE and case file in a large plastic bag, selects a seal, and enters the number on the top of DD form 1076.
 - e. Place personal effects bag inside the remains pouch with the remains.
 - f. Place the seal through the zipper of the outside remains pouch and secured.
 - g. Investigate any shortages of PE with previous processing stations.
 - h. Annotate on DD Form 1076 all shortages of PE that cannot be resolved.
 - i. Sign for all personal effects present.
2. Prepare remains for evacuation.
 - a. Place remains in refrigerated storage to await transportation.
 - b. Prepare DD Form 1075.
 - c. Place the seal number in block 7a (after the name).
 - d. Place a certification of decontamination statement signed by the officer in charge in the case file for each remains.
 - e. Ensure the escort responsible for evacuation signs for the remains and personal effects.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier a mannequin or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Received remains at the release point.	_____	_____
a. Placed the remains and pouch in a second remains pouch.		
b. Inventoried personal effects and checked them against DD Form 1076.		
c. Signed DD Form 1076 if the inventory was correct.		
d. Placed the personal effects bag and case file in a large plastic bag, selected a seal, and entered the number on the top of DD Form 1076.		
e. Placed personal effects bag inside the remains pouch with the remains.		
f. Placed the seal through the zipper of the outside remains pouch and secured.		
g. Investigated any shortages of personal effects with previous processing stations.		
h. Annotated on DD Form 1076 all shortages of PE that could not be resolved.		
i. Signed for all personal effects present.		
2. Prepared remains for evacuation.	_____	_____
a. Placed remains in refrigerated storage to await transportation.		
b. Prepared DD Form 1075.		
c. Placed the seal number in block 7a (after the name).		

Performance Measures

GO NO GO

- d. Placed a certification of decontamination statement signed by the officer in charge in the case file for each remains.
- e. Ensured the escort responsible for evacuation signed for the remains and personal effects.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
FM 10-64
FM 3-4
FM 3-5
JTTP 4-06

Related

Process Remains at a Theater Quality Control Station
101-515-1214

Conditions: As a mortuary affairs specialist assigned to a Mortuary Affairs Decontamination Point (MADCP) given FM's 3-4, 3-5, AR 638-2, JTTP 4-06, DD Forms 1076 and 1077, NBC test equipment, litters, litter stands, decontaminated remains, personal effects, and case file folders.

Standards: Process remains IAW AR 638-2, FM 3-4, FM 3-5, and JTTP 4-06.

Performance Steps

1. Process remains at the theater quality control station.
 - a. Unload vehicles and place remains and litters on litter stands within the station.
 - b. Log each remains on DD Form 1077.
 - c. Check the remains with the appropriate monitoring and/or test kit and/or devices.
 - d. Inventory personal effects of each remains and complete block 11 on DD Form 1076.
 - e. Open personal effects pouch to expose effects for final decontamination check.
 - f. Place DD Form 1076 with the case folder in the human remains pouch.
2. Prepare remains for evacuation.
 - a. Place a case file copy of statement signed by the NCOIC certifying the remains and personal effects are cleared for further evacuation.
 - b. Maintain a case file copy of statement signed by the NCOIC certifying the remains and personal effects are cleared for further evacuation.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Processed remains at the theater quality control station. <ol style="list-style-type: none"> a. Unloaded vehicles and placed remains and litters on litter stands within the station. b. Logged each remains on DD Form 1077. c. Checked the remains with the appropriate monitoring and/or test kit and/or devices. d. Inventoried personal effects of each remains and completed block 11 on DD Form 1076. e. Opened personal effects pouch to expose effects for final decontamination check. f. Placed DD Form 1076 with the case folder in the human remains pouch. 	_____	_____
2. Prepared remains for evacuation. <ol style="list-style-type: none"> a. Placed a case file copy of statement signed by the NCOIC certifying the remains and personal effects were cleared for further evacuation. b. Maintained a case file copy of statement signed by the NCOIC certifying the remains and personal effects were cleared for further evacuation. 	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

AR 638-2
FM 3-4
FM 3-5
JTTP 4-06

Related

Subject Area 4: Theater Mortuary Evacuation Point

Prepare a TMEP Case File

101-515-1701

Conditions: As a Mortuary Affairs Specialist working in a Theater Mortuary Evacuation Point (TMEP) section, given a case file folder (one per remains), all applicable documents, and JTTP 4-06.

Standards: Prepare a TMEP case file IAW JTTP 4-06.

Performance Steps

1. Prepare case file folder documents at the Receiving Section of TMEP:
 - a. Check off loaded remains on Convoy List of Remains of Deceased Personnel (DD Form 1075).
 - b. Ensure seal numbers on remains pouch matched evacuation tags and case file.
 - c. Replace collection point evacuation tags with TMEP evacuation tags and place collection point evacuation tags in the case folder.
 - d. Make proper logbook entry based on convoy list data.
 - e. Prepare name data label on TMEP case folder.
 - f. Forward (hand carry) case file to Processing Section NCOIC.

2. Prepare case file folder documents at the Processing Section of TMEP:
 - a. Check that Certificate of Death Overseas (DD Form 2064) is present. If DD Form 2064 is not present, request medical doctor view remains and sign DD Form 2064.

NOTE: No remains will leave the theater without a completed DD Form 2064.

- b. Remove Field Medical Card (DD Form 1380) from remains and place in case file.
- c. Check that TMEP evacuation tags are attached to remains and pouch.
- d. Check that all documents match remains and TMEP evacuation number are correct.
- e. Annotate TMEP evacuation number on all documents (upper right corner).
- f. Complete Military Operations Record of Personal Effects of Deceased Personnel (DD Form 1076).
- g. Complete Record of Identification Processing; Fingerprint Chart (DD Form 894) if not already completed.
- h. Add the refrigeration trailer number to front of case file if the remains are being stored prior to moving them to the Shipping Section of TMEP.
- i. Forward (hand carry) case file to Administration Section NCOIC.

3. Prepare case file folder documents at the Administration Section of TMEP:

- a. Inspect the case file folder received from the Processing Section.
- b. Make an Alpha Index Card (for each remains) that has the following information:
 - (1) Unidentified or name data label, which ever is applicable.
 - (2) SSN of remains, if applicable.
 - (3) TMEP evacuation number.
 - (4) Additional remarks about remains.

NOTE: The Alpha Index Card File is maintained at the TMEP as a quick reference guide for any questions pertaining to remains that were shipped.

- c. Prepare the following transportation documents:
 - (1) DD Form 1384 (Transportation Control and Movement Document).
 - (2) DD Form 1387 (Military Shipment Label).
 - (3) DD Form 1387-2 (Special Handling Data/Certification).
 - (4) AF Form 127 (Traffic Transfer Receipt).
- d. Prepare and maintain a duplicate case file for TMEP by photo copying all case file documents.
- e. Forward (hand carry) original case file to Shipping Section NCOIC.
- f. After remains have been delivered to the airfield, place a signed copy of AF Form 127 in the duplicate case file folder.

Evaluation Preparation: Use a predetermined site and provide the soldier with all the required materials and equipment. Tell the soldier that a mannequin or skeletal remains will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeletal remains as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Prepared case file folder documents at the Receiving Section of TMEP: <ul style="list-style-type: none"> a. Matched DD Form 1075, seal numbers on pouch, evacuation number, and case file with remains being off loaded. b. Replaced collection point evacuation tags with TMEP evacuation tags and placed collection point evacuation tags in case file folder. c. Made log book entry based on convoy list data, prepared name data label on TMEP case file folder, and hand carried case file to Processing Section NCOIC. 	—	—
2. Prepared case file folder documents at the Processing Section of TMEP: <ul style="list-style-type: none"> a. Checked DD Form 2064 for signature and placed DD Form 1380 in case file. b. Checked remains and pouch for attached TMEP evacuation tags. c. Checked that all documents match remains and annotated TMEP evacuation number on all documents (upper right corner). d. Completed DD Forms 1076 and 894 and added the refrigeration trailer number to the case file (if necessary). Hand carried case file to Administration Section NCOIC. 	—	—
3. Prepared case file folder documents at the Administration Section of TMEP: <ul style="list-style-type: none"> a. Inspected case file for missing or incomplete documents. b. Made an Alpha Index Card for each remains with name, SSN, TMEP evacuation number, and additional remarks or unidentified with TMEP evacuation number (whichever is applicable). c. Prepared DD Forms 1384, 1387, 1387-2, and AF Form 127. d. Prepared a duplicate case file, hand carried original case file to Shipping Section NCOIC, and placed signed copy of AF Form 127 in duplicate case file. 	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
FM 10-64

Receive Remains, Effects, and Records at a Theater Mortuary Evacuation Point
101-515-1622

Conditions: As a mortuary affairs specialist working at an established Theater Mortuary Evacuation Point (TMEP) receiving section given JTTP 4-06, remains, effects, records, DD Forms (565, 567, 894, 1075, 1076, and 1077), litter (one per remains), human remains pouch (one per remains), personal effects bag (one per remains), zip-lock bags, OSHA equipment, and JTTP 4-06.

Standards: Receive remains, effects, and records IAW JTTP 4-06.

Performance Steps

1. Meet personnel delivering remains and/or personal effects.
 - a. Check remains for unexploded ordnance.
 - b. Obtain DD Form 1075 from the driver/escort.
 - c. Verify remains listed on DD Form 1075.
 - d. Verify information on DD Form 1075 and evacuation tag(s).
 - e. Check off remains on DD Form 1075, as they are being off-loaded.
 - f. Ensure seal number on remains pouch matches like numbers on evacuation tag and case file.
 - g. Sign DD Form 1075 after verification of remains.
 - (1) Make a copy for internal use.
 - (2) Return the original signed copy to escort.
 - h. Have escort/driver sign logbook.
 - i. Assign an evacuation number in the event no previous number was assigned to the remains.
 - j. Prepare two TMEP evacuation tags using the same number as the collection point, except changing CP to TMEP.
2. Examine recovery records.
 - a. Compare information on the recovery records with the information furnished by the search and recovery team.
 - b. Check records for completeness to make sure all needed information has been entered.
 - c. Record any additional information as a result of questioning the search and recovery personnel.
 - d. Check the sketch and overlay for completeness and accuracy.
 - e. Place remains in human remains pouch.
3. Register remains received at the TMEP.
 - a. Record information in the Theater Evacuation logbook (suggested) using recovery records and reports and information obtained from escorts.
 - b. Prepare an alphabetical listing file card for each known remains.
 - c. Record deceased information: name, SSN, and branch of service in the TMEP case folder.
 - d. Enter location of remains (i.e., processing tent, holding area, etc.) in TMEP case folder.
 - e. Remove CP evacuation tags and place in TMEP case file.
 - f. Secure TMEP evacuation tags to remains and remains pouch.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were a fatality.

Performance Measures

1. Met personnel delivering remains and/or personal effects.
 - a. Checked remains for unexploded ordnance.
 - b. Obtained DD Form 1075 from the driver/escort.
 - c. Verified remains listed on DD Form 1075.

GO **NO GO**

_____ _____

Performance Measures

GO NO GO

- d. Verified information on DD Form 1075 and evacuation tag(s).
 - e. Checked off remains on DD Form 1075, as they were being off-loaded.
 - f. Ensured seal number on remains pouch matched like numbers on evacuation tag and case file.
 - g. Signed DD Form 1075 after verification of remains.
 - (1) Made a copy for internal use.
 - (2) Returned the original signed copy to escort.
 - h. Had escort/driver sign logbook.
 - i. Assigned an evacuation number in the event no previous number was assigned to the remains.
 - j. Prepared two TMEP evacuation tags using the same number as the collection point, except changing CP to TMEP.
2. Examined recovery records. _____ _____
- a. Compared information on the recovery records with the information furnished by the search and recovery team.
 - b. Checked records for completeness to make sure all needed information had been entered.
 - c. Recorded any additional information as a result of questioning the search and recovery personnel.
 - d. Checked the sketch and overlay for completeness and accuracy.
 - e. Placed remains in human remains pouch.
3. Registered remains received at the TMEP. _____ _____
- a. Recorded information in the Theater Evacuation logbook (suggested) using recovery records and reports and information obtained from escorts.
 - b. Prepared an alphabetical listing file card for each known remains.
 - c. Recorded deceased information: name, SSN, and branch of service in the TMEP case folder.
 - d. Entered location of remains (i.e., processing tent, holding area, etc.) in TMEP case folder.
 - e. Removed CP evacuation tags and placed in TMEP case folder.
 - f. Secured TMEP evacuation tags to remains and remains pouch.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
AR 638-2
FM 10-64

Process Remains, Effects, and Records at a Theater Mortuary Evacuation Point
101-515-1623

Conditions: As a mortuary affairs specialist working in the processing section of an established Theater Mortuary Evacuation Point (TMEP) given remains, effects, records, DD Forms (565, 894, 1380, 1387, 1387-2, and 2064), AF Form 127, personal effects bag (one per remains), human remains pouch (one per remains), evacuation tags, personal protective equipment (PPE), and JTTP 4-06.

Standards: Process remains, effects, and records IAW JTTP 4-06.

Performance Steps

1. Process remains at a theater evacuation point.
 - a. Review case file folder.
 - b. Verify that all paperwork and evacuation tag numbers match the remains.
 - c. Examine Field Medical Card, DD Form 1380 for identification information (if available).
 - d. Verify that DD Form 2064 is present.

NOTE: If DD Form 2064 is not present, request a medical doctor from the nearest medical unit view the remains and sign DD Form 2064 or take the remains to their facility to complete and sign a DD Form 2064. No remains will leave the theater without a completed DD Form 2064.

- e. Examine search and recovery records for identification media.
2. Prepare DD Form 565, Statement of Recognition of Deceased when the remains are viewable and recognizable if one was not previously prepared. (See Task # 101-515-1643)
 - a. Contact unit and ask for a person who knew the deceased well and who was from his unit to view the remains.
 - b. Obtain a statement from this person that can positively identify the remains.
 - c. Verify recorded data on DD Form 565.
 - (1) Ensure information such as scars, tattoos, or other particular anatomical features are recorded.
 - (2) Obtain name, grade, social security number, organization, and signature of person making the statement.
 - (3) Obtain name, grade, organization, and signature of officer verifying statement.
 - (4) Place one copy in the remains case file.
3. Transfer remains to station 1, Inspection.
 - a. Remove DD Form 1380 and place into case file.
 - b. Ensure that TMEP evacuation tags are attached to the remains and human remains pouches.
 - c. Verify that paperwork is in agreement with remains.
 - d. Place TMEP evacuation number on upper right corner of all paperwork.
4. Transfer remains to station 2, Processing.
 - a. Verify paperwork.
 - b. Search the remains for any effects that may have been overlooked by the search and recovery teams
 - c. Carefully search remains, clothing, and equipment for explosives.
 - (1) If found and are safe to remove, place them into an explosives container.
 - (2) If it is not safe to remove the explosives, take the remains outside and have EOD personnel remove them.
 - (3) Continue processing remains.
 - d. Search the rucksack.
 - e. Search load-bearing equipment (LBE) that has identification value with the remains.
 - f. Place all serviceable LBE that has no identification value into an equipment box for cleaning and return to the supply system.

NOTE: Do not remove clothing from the remains.

- g. Search the neck area for identification tags.

Performance Steps

- h. Search the clothing and equipment for personal effects or identification media.

NOTE: Cut or strip all pockets from clothing.

- i. Search the boots and socks.
- j. Check personal effects for identification value/media. Include wallet contents; watches; bracelets; rings; keys, for serial numbers or inscriptions; personal papers; and photographs.
- k. Check military clothing and equipment for identification media/value such as serial numbers on weapons, etc, and markings on helmets, etc.
- l. Complete DD Form 1076. (See Task 101-515-1642)
- m. Wrap the head with gauze or other material when the remains are traumatized to preclude losing bones and teeth during movement.

5. Transfer remains to station 3, Fingerprinting.

- a. Verify that all paperwork and TMEP evacuation numbers match the remains.
- b. When DD Form 894 is missing or not legible, record data on DD Form 894. (See Task # 101-515-1644)
 - (1) Complete upper portion of DD Form 894.
 - (2) Clean fingers with soap and water or an acceptable substitute.
 - (3) Ink fingers using fingerprint pad.
 - (4) Record fingerprints.
 - (5) Ensure fingerprints are legible.
 - (6) Enter your name in the IMPRESSIONS TAKEN BY block.
 - (7) Staple ID Card to DD Form 894.
 - (8) Place DD Form 894 in the remains case file.
- c. Prepare AF Form 137, Footprint Record for aviators and flight personnel. (See Task # 101-515-1645)
 - (1) Ensure footprints are legible.
 - (2) Sign AF Form.
 - (3) Place AF Form 137 in the remains case file.

6. Transfer remains to station 4, Quality Assurance.

- a. Receive remains from station 3.
- b. Ensure all paperwork is present and matches the remains.
- c. Ensure remains have been cleared of all explosives and flammables.
- d. Inspect remains pouch for serviceability.

NOTE: If remains pouch is unserviceable - replace it.

- e. Close remains pouch.
- f. Move to shipping station.
- g. Add reefer trailer number to the front of case folder.
- h. Take completed paperwork to administration section.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were a fatality.

Performance Measures

GO **NO GO**

- 1. Processed remains at a theater evacuation point.
 - a. Reviewed case file folder.
 - b. Verified that all paperwork and evacuation tag numbers matched the remains.
 - c. Examined Field Medical Card, DD Form 1380 for identification information (if available).
 - d. Verified that completed DD Form 2064 was present.
 - e. Examined search and recovery records for identification media.

Performance Measures

GO NO GO

- | | | |
|---|---------------------------|---------------------------|
| <p>2. Prepared DD Form 565, Statement of Recognition of Deceased, when the remains were viewable and recognizable and one was not previously prepared. (See Task # 101-515-1643)</p> <ul style="list-style-type: none"> a. Contacted unit and asked for a person who knew the deceased well and who was from his unit to view the remains. b. Obtained a statement from the person that could positively identify the remains. c. Verified recorded data on DD Form 565. <ul style="list-style-type: none"> (1) Ensured information such as scars, tattoos, or other particular anatomical features were recorded. (2) Obtained name, grade, social security number, organization, and signature of person making the statement. (3) Obtained name, grade, organization, and signature of officer verifying statement. (4) Placed one copy in the remains case file. | <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> |
| <p>3. Transferred remains to station 1, Inspection.</p> <ul style="list-style-type: none"> a. Removed DD Form 1380 and placed into case file. b. Ensured that TMEP evacuation tags were attached to the remains and human remains pouch. c. Verified that paperwork was in agreement with remains. d. Placed TMEP evacuation number on upper right corner of all paperwork. | <p>_____</p> | <p>_____</p> |
| <p>4. Transferred remains to station 2, Processing.</p> <ul style="list-style-type: none"> a. Verified paperwork. b. Searched the remains for any effects that might have been overlooked by the search and recovery teams c. Carefully searched remains, clothing, and equipment for explosives. <ul style="list-style-type: none"> (1) If found and were safe to remove, placed them into an explosives container. (2) If it was not safe to remove the explosives, took the remains outside and had EOD personnel remove them. (3) Continued processing remains. d. Searched the rucksack. e. Searched load-bearing equipment (LBE) that had identification value with the remains. f. Placed all serviceable LBE that had no identification value into an equipment box for cleaning and later return to the supply system. g. Searched the neck area of remains for identification tags. h. Searched the clothing and equipment for personal effects or identification media. i. Searched the boots and socks. j. Checked personal effects for identification value/media. k. Checked military clothing and equipment for identification media/value. l. Completed DD Form 1076. (See Task 101-515-1642) m. Wrapped the head with gauze or other material when remains were traumatized to preclude losing bones and teeth during movement. | <p>_____</p> | <p>_____</p> |
| <p>5. Transferred remains to station 3, Fingerprinting.</p> <ul style="list-style-type: none"> a. Verified that all paperwork and evacuation numbers matched the remains. b. When DD Form 894 was missing or not legible, recorded data on DD Form 894. (See Task # 101-515-1644) <ul style="list-style-type: none"> (1) Completed upper portion of DD Form 894. (2) Cleaned fingers with soap and water or acceptable substitute. (3) Inked fingers using fingerprint pad. | <p>_____</p> | <p>_____</p> |

Performance Measures

GO **NO GO**

- (4) Recorded fingerprints.
- (5) Ensured fingerprints were legible.
- (6) Entered your name in the IMPRESSIONS TAKEN BY block.
- (7) Stapled ID Card to DD Form 894.
- (8) Placed DD Form 894 in the remains case file.
- c. Prepared AF Form 137, Footprint Record for aviators and flight personnel.
(See Task # 101-515-1645)
 - (1) Ensured footprints were legible.
 - (2) Ensured AF Form was signed by the person taking the footprints.
 - (3) Placed AF Form 137 in the remains case file.

- 6. Transferred remains to station 4, Quality Assurance. _____
 - a. Received remains from station 3.
 - b. Ensured all paperwork was present and matched the remains.
 - c. Ensured remains had been cleared of all explosives and flammables.
 - d. Inspected remains pouch for serviceability.
 - e. Closed remains pouch.
 - f. Moved to shipping station.
 - g. Added reefer trailer number to the front of case folder.
 - h. Took completed paperwork to administration section.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
AR 638-2

Prepare AF Form 137 (Footprint Chart)

101-515-1645

Conditions: As a mortuary affairs specialist in a field environment, given remains, a litter (one per remains), litter stands (two per remains), fingerprinting kit (post-mortem), pencil, clipboard, AF Form 137, rubber gloves (OSHA equipment), FM 10-286, and JTTP 4-06.

Standards: Prepare AF Form 137 IAW FM 10-286 and JTTP 4-06.

Performance Steps

1. Prepare inking materials.
 - a. Apply a small amount of ink to the inking glass or slab.
 - b. Thoroughly roll until a very thin, even film covers the entire surface.
 - (1) Clean plate if there is too little ink and begin again.
 - (2) Use the roller to remove excess ink, rolling it off onto clean bond paper.

2. Record footprint data on AF Form 137.

NOTE: Always wear protective clothing and equipment to avoid contact with hands, eyes, and face.

- a. Complete upper portion of AF Form 137.
 - (1) Enter last name, first name, and middle initial of the deceased if known, if not known enter unidentified.
 - (2) Enter Social security number of deceased if known, if not known enter not determined.
 - (3) Enter remains organization if known, if not known enter not determined.
 - (4) Enter date remains were footprinted.
 - (5) Person taking the footprints will sign AF Form 137.
- b. Remove boots and socks.
- c. Clean feet and toes with soap and water or Xylem.
 - (1) Clean dirty feet (Toes and balls of feet) with soap and water or cleaning fluid from the fingerprinting kit.
 - (2) Clean grease or oil stained feet with carbontetrachloride or xylene.
 - (3) Dry feet thoroughly before inking them.
- d. Ink the toes and balls of the feet.
- e. Note scars or other marks.
- f. Hold the foot in a manner as to expose the bulb of the foot.
- g. In preparation for footprinting, place footprint chart, mounted on a sponge rubber pad secured to a clipboard, to bottom of feet.
 - (1) Grasp foot firmly across the instep and press the entire inking board against the entire foot
 - (2) Press the clipboard against the entire foot at one time.

NOTE: Do not slide clipboard, this will cause the prints to smear.

- h. Note any early stage decomposition that may evident.
- i. Contact your NCOIC when advanced decomposition is observed.
- j. Ink feet using the inkpad.
- k. Take ink impressions of the papillary ridges.
 - l. Note any toes that are missing, annotate this on the "scars and abnormalities" section of the form.
- m. Ensure footprints are legible.

3. Sign your name in the block entitled SIGNATURE OF PERSON TAKING FOOTPRINTS.

4. Place AF Form 137 in the remains case file.

5. Clean clothing, fingerprint kit, and components after printing remains.
 - a. Clean the hypodermic syringe and needle with a solvent, if used.
 - b. Thoroughly remove any signs of blood, body fluids, and other potentially infectious materials with soap and water.

Performance Steps

- c. Completely submerge instruments in disinfectant to ensure direct contact between all the instrument surfaces and disinfectant.
- d. Never wash contaminated clothing and equipment with personal laundry.
- e. Brush scrub boots and leather goods with soap and water.
- f. Thoroughly rinse and dry all items after disinfecting, ensuring not to recontaminate items.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared inking materials.	_____	_____
a. Applied a small amount of ink to the inking glass or slab.		
b. Thoroughly rolled until a very thin, even film covered the entire surface.		
2. Recorded footprint data on AF Form 137.	_____	_____
a. Completed upper portion of AF Form 137.		
b. Removed boots and socks.		
c. Cleaned feet and toes with soap and water or Xylene.		
d. Inked the toes and balls of the feet.		
e. Noted scars or other marks.		
f. Held the foot in a manner as to expose the bulb of the foot.		
g. Placed footprint chart mounted on a sponge rubber pad secured to a clipboard to bottom of feet for impressions.		
h. Noted any early stages of decomposition that may have been evident.		
i. Contacted your NCOIC when advanced decomposition was observed.		
j. Inked feet using the inkpad.		
k. Took ink impressions of the papillary ridges.		
l. Annotated, in Remarks section of form, toes that were missing.		
m. Ensured footprints were legible.		
3. Signed name in the block entitled SIGNATURE OF PERSON TAKING FOOTPRINTS.	_____	_____
4. Placed AF Form 137 in the remains case file.	_____	_____
5. Cleaned clothing, fingerprint kit, and components after printing remains.	_____	_____
a. Cleaned the hypodermic syringe and needle with a solvent, if used.		
b. Thoroughly removed any signs of blood, body fluids, and other potentially infectious materials with soap and water.		
c. Completely submerged instruments in disinfectant to ensure direct contact between all the instrument surfaces and disinfectant.		
d. Never washed contaminated clothing and equipment with personal laundry.		
e. Brush scrubbed boots and leather goods with soap and water.		
f. Thoroughly rinsed and dried all items after disinfecting, ensuring not to recontaminate items.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 FM 10-286
 JTTP 4-06

Related

**Prepare Data on DD Form 1149 (Requisition and Invoice/Shipping Document)
101-515-1633**

Conditions: Your NCOIC has instructed you to prepare DD Form 1149 for shipment of remains.

Standards: Prepare DD Form 1149 in accordance with DOD 4500.32-R.

Performance Steps

1. Prepare DD Form 1149, Requisition and Invoice/Shipping Document .

NOTE: DD Form 1149 must be typewritten. DOD 4161.2-M, Appendix E of the DOD Property Manual essentially states that DD Form 1149 MAY be used. It does not state that it is contractually required.

- a. Block 1 - FROM: Shippers unit/office symbol/phone number/address include zip code. Name of contractor transferring and the contract number property is being shipped from.
- b. Block 2 - TO: Physical address at destination to include zip code
- c. Block 3 - SHIP TO - MARK FOR: Name and phone (if you have it) at destination.
- d. Block 4 - APPROPRIATIONS DATA SYMBOLS AND SUBHEAD: Fund cite/TAC code obligated to pay transportation charges.
- e. Block 5 - REQUISITION DATE: Date you are bringing the shipment to TMO.
- f. Block 6 - REQUISITION NUMBER
- g. Block 7 - DATE MATERIAL REQUIRED (YYMMDD): Required delivery date at the destination. Enter priority if assigned.
- h. Block 8 - PRIORITY
- i. Block 9 - AUTHORITY OR PURPOSE: Justification for shipment (message or letter.)
- j. Block 10 - SIGNATURE: Signature of responsible unit representative authorizing the request for shipper
- k. Block 11a - VOUCHER NUMBER & DATE (YYMMDD): Printed name and title of signatory. Enter voucher number of shipping contractor.
- l. Block 11b: Printed unit and phone of signatory.
- m. Block 12: DATE SHIPPED (YYMMDD).
- n. Block 13: Indicate type of carrier (i.e., commercial truck, commercial air, etc.).
- o. Block 14: Enter Government bill of lading or commercial bill of lading number.
- p. Blocks 15, 16, and 17: Leave blank.
- q. Block (a) - ITEM NUMBER: Item number of shipment.
- r. Block (b) - FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES: Federal stock number and nomenclature.

NOTE: Sign at the bottom of the form. Each DD Form 1149 must have this statement (adjusted to fit your shipment): "I certify this shipment does/does not contains hazardous or classified material." Sign after the statement.

(1) Record a complete description of the item.

NOTE: If a federal stock is not available, a complete description of the item must be included.

(2) Sign at the bottom of the block: I certify this shipment does/does not contains hazardous or classified material. Sign after the statement.

NOTE: Each DD Form 1149 must have this statement (adjusted to fit your shipment).

- s. Block (c): Indicate units of issue (i.e., each, lot, dozen, etc.).
- t. Block (d): Quantity being shipped
- u. Block (e): Enter total of each line item shipped.
- v. Block (f): Indicate type of container (box, carton, transfer case, etc.).
- w. Block (g): Enter transfer case (container) numbers.
- x. Block (h): Unit price.

NOTE: Carrier responsibility limited to \$250.00 if unit price not provided.

- y. Block 18: Signature or initials of person turning item over to Traffic Management Office (TMO). Enter total and type containers (transfer cases), brief description of shipment, total weight, and total cube of all containers.

Performance Steps

NOTE: All other blocks will be filled in by transportation personnel. They will provide a Transportation Control Number and a signed copy of DD Form 1149 acknowledging receipt of the property.

z. Block 20: Receiver's Vouched Number.

2. Review DD Form 1149 and case file for accuracy.

3. Place DD Form 1149 with case file documents in the shipping container.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual remains.

Performance Measures

GO NO GO

- | | |
|---|---------------------------|
| <ol style="list-style-type: none"> 1. Prepared DD Form 1149, Requisition and Invoice/Shipping Document. <ol style="list-style-type: none"> a. Block 1 - FROM: Shippers unit/office symbol/phone number/address including zip code. Name of contractor transferring and the contract number property was being shipped from. b. Block 2 - TO: Physical address at destination to include zip code was recorded. c. Block 3 - SHIP TO - MARK FOR: Name and phone (was recorded) at destination. d. Block 4 - APPROPRIATIONS DATA SYMBOLS AND SUBHEAD: Fund cite/TAC code obligated to pay transportation charges was annotated. e. Block 5 - REQUISITION DATE: Date was recorded when the shipment to TMO was made. f. Block 6 - REQUISITION NUMBER. g. Block 7 - DATE MATERIAL REQUIRED (YYMMDD): Entered the required delivery date and the priority. h. Block 8 - PRIORITY. <ol style="list-style-type: none"> i. Block 9 - AUTHORITY OR PURPOSE: Shipment was justification. j. Block 10 - SIGNATURE: Signed by responsible unit representative authorizing the request for shipment. k. Block 11a - VOUCHER NUMBER & DATE (YYMMDD): Printed name and title. The voucher number of shipping contractor was entered. l. Block 11b: Unit and phone of signatory was recorded. m. Block 12: DATE SHIPPED (YYMMDD). n. Block 13: Indicated type of carrier (i.e., commercial truck, commercial air, etc.). o. Block 14: Entered Government bill of lading or commercial bill of lading number. p. Blocks 15, 16, and 17: Left blank. q. Block (a) - ITEM NUMBER: Item number of shipment was recorded. r. Block (b) - FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES: Federal stock number and nomenclature. s. Block (c): Indicated units of issue (i.e., each, lot, dozen, etc.). t. Block (d): Quantity shipped. u. Block (e): Entered total of each line item shipped. v. Block (f): Indicated type of container (box, carton, transfer case, etc.). w. Block (g): Entered transfer case (container) numbers. x. Block (h): Entered unit price, if available. y. Block 18: Signature or initials of person turning remains over to Traffic Management Office (TMO). z. Block 20: Receiver's Voucher No. | <p>_____</p> <p>_____</p> |
|---|---------------------------|

Performance Measures

	<u>GO</u>	<u>NO GO</u>
2. Reviewed DD Form 1149 and case file for accuracy.	—	—
3. Placed DD Form 1149 with case file documents into the shipping container.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References**Required**

DOD 4500.32-R
 DOD 4500.32-R VOL 1
 DOD 4500.32-R, VOL 2

Related

JTTP 4-06
 MIL-STD 129

**Prepare DD Form 1387-2 (Special Handling/Certification)
101-515-1634**

Conditions: As a mortuary affairs specialist working in a Theater Mortuary Evacuation Point (TMEP) given JTTP 4-06, DOD 4500.32-R, DD Form 1387-2, remains being evacuated, case file, human remains pouch, and transfer case.

Standards: Prepare DD Form 1387-2 IAW DOD 4500.32-R and Joint Pub 4-06.

Performance Steps

1. Prepare DD Form 1387-2, Special Handling Data/Certification with the following information in each block.
 - a. Enter the remains name, rank, branch of service, social security number, and unit in the Item Nomenclature block.
 - b. Enter the transportation control number in the Transportation Control block.
 - c. Enter the consignment gross weight in the Consignment Gross Weight block.
 - d. Enter the destination to which the remains are being shipped in the Destination block.
 - e. Enter any supplemental information in the Supplemental Information block.
 - f. Enter the address of the shipper in the Address of Shipper block.
 - g. Enter the name of the preparing official to include signature and date.

NOTE: Mortuary affairs personnel will not fill out the following blocks: Net Quantity per Package; Load Storage/Group; Flash Point.

2. Place original DD Form 1387-2 in case folder to be shipped with remains.
3. Place last copy of DD Form 1387-2 into plastic packing list and affixes to head end of transfer case under tube.
4. Place a copy of DD Form 1387-2 in TMEP case folder.
5. Provide driver with a copy of DD Form 1387-2 for each remains.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared DD Form 1387-2, Special Handling Data/Certification with the following information in each block. <ol style="list-style-type: none"> a. Entered the remains name, rank, branch of service, social security number, and unit in the Item Nomenclature block. b. Entered the transportation control number in the Transportation Control block. c. Entered the consignment gross weight in the Consignment Gross Weight block d. Entered the destination to which the remains are being shipped in the Destination block e. Entered any supplemental information in the Supplemental Information block. f. Entered the address of the shipper in the Address of Shipper block. g. Entered the name of the preparing official to include signature and date. 	—	—
2. Placed original DD Form 1387-2 in case folder to be shipped with remains.	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
3. Placed last copy of DD Form 1387-2 into plastic packing list and affixes to head end of transfer case under tube.	—	—
4. Placed a copy of DD Form 1387-2 in TMEP case folder.	—	—
5. Provided driver with a copy of DD Form 1387-2 for each remains.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- DOD 4500.32-R
- DOD 4500.32-R VOL 1
- DOD 4500.32-R, VOL 2
- JTTP 4-06

Related

Prepare DD Form 1384 (Transportation Control and Movement Control)
101-515-1635

Conditions: As a mortuary affairs specialist working in a theater mortuary evacuation point (TMEP) given DOD Regulation 4500.32-R, case file, remains, human remains pouch, transfer case, and blank DD Form 1384.

Standards: Prepare DD Form 1384 IAW DOD Regulation 4500.32-R (Volumes 1 and 2), MILSTAMP.

Performance Steps

1. Prepare DD Form 1384, Transportation Control and Movement Document (TCMD).
 - a. Heading.
 - b. Body.
2. Record the following required information in blocks below.
 - a. Block 1 - (DIC).

(1) The document identifier code (DIC) also specifies additional transportation required.

NOTE: The DIC is a three-character code which indicates the purpose for which the form is being used (advance TCMD, air manifest, or water manifest documents) or the type of shipment to which it relates.

(2) MILSTAMP indicates that the letter "T" identifies the form as a MILSTAMP document.

NOTE: The third character, number 1, indicates that the document is being used as the principal shipping document for a single shipment that does not require clearance approval before shipment.

b. Block 2 - (Tri Cont).

(1) Enter the last five digits of the trailer, van, or container number in this block when a shipment is moving in a controlled container, MILVAN, or SEAVAN.

(2) Enter the last four digits of the container number preceded by an "S" or "V" to indicate whether it is a stake-and-flat bed or a van.

c. Block 3 - (Consignor).

(1) Enter the coded or in-the-clear address of the shipping installation, unit, or other agency.

(2) Address code is the same as the one appearing in the FROM block of the military shipment label on the shipping container.

d. Block 4 - (Comm-Spec Hdlg).

(1) Provides a quick means of identifying material for manifesting, customs requirements, stevedore billing, and transportation cost.

(2) Provides an indication of whether the shipment requires special attention during shipment, handling, or storage.

(3) The Water Commodity and Special Handling Code (Comm-Spec Hdlg) is a five or six position alpha, alphanumeric, numeric code, or abbreviation used to identify a specific piece of cargo.

NOTE: It tells cargo handlers that there is a special way to handle this particular shipment.

(a) First three positions-identify the commodity category.

(b) Fourth position-shows type of cargo.

(c) Fifth position-notes exception/handling procedures.

(4) The first character of the code identifies the commodity.

NOTE: The air commodity code is a two-character code.

(5) The second character indicates any special handling or attention that may be required; if none is needed, the code "Z" "R," "Z," or a numeral, a DD Form 1387-2 (Special Handling Data/Certification) must be attached to the shipment. Cargo checkers and warehousemen can obtain detailed handling instructions by referring to that label.

e. Block 5 Air dimension (Air Dim) code when shipment is by air lists the air dimension code which is used only for shipments moving by aircraft.

NOTE: It identifies the type of cargo aircraft capable of transporting the largest container in the shipment.

f. Block 6 (POE).

(1) Assign an identification code.

Performance Steps

NOTE: A Port of embarkation (POE) or the aerial port of embarkation (APOE) identifier code is an air or ocean terminal at which troops, equipment, or material are loaded aboard aircraft or vessels. Every terminal throughout the world that is used in the transportation of DOD shipments is assigned an identification code. Ocean terminal codes indicate the major geographical area, the subarea, and the specific port, port area, or island. The list of water port designators found in Appendix B of MILSTAMP indicates the POE code 3DK is located at the Military Ocean Terminal, Bay Area (Oakland, CA).

(2) Identify the name and location of an air terminal where the remains will be sent.

NOTE: The code for McGuire Air Force Base, Wrightstown, NJ, is WRI.

- g. Block 7 Port of debarkation (POD) or the aerial port of debarkation (APOD) identifier code uses the same code system as that used for POEs to identify the air or ocean terminal where the shipment is designated to be unloaded.
- h. Block 8 (Mode/method of shipment code) - enter the mode of transportation by which the shipment is arriving.

NOTE: This information will enable terminal personnel to prepare for arrival of the particular conveyance.

- i. Block 9 (Pack) refers to the method of packaging a shipment unit.
- j. Block 10 (Trans Control No.).
 - (1) Enter and compare the Transportation control number (TCN) with the TCH entered in the address marking the container.
 - (2) Enter a six-position alphanumeric code to identify the initiator.
 - (3) Enter the date of requisition.

NOTE: The first number shows the last numeric digit of the calendar year. The last three numbers show the numeric consecutive day of the calendar year.

(4) Assign a serial number.

NOTE: The requisition serial number is a four-digit numeric code assigned by the initiator or requisitioner. Serial numbers are assigned on a daily basis ranging from 0001 to 9999.

(5) Enter an "X" because "X" indicates a complete shipment.

NOTE: Refer to Appendix D of MILSTAMP for further details on how to construct these TCN numbers.

- k. Block 11 - (Consignee). Enter the DODAAC code of the ultimate consignee.
- l. Block 12 - (Pri). Enter the Transportation priority (TP) in this block.
- m. Block 13 - (RDD). Enter the required delivery date (RDD).

NOTE: This is the Julian calendar date by which the shipment must be delivered to the consignee.

- n. Block 14 - (Proj). Leave this block blank.
- o. Block 15 - (Date Shpd). Enter the Julian date when the shipment is to be moved to POE/APOE.
 - (1) Enter the Julian date in this block when the shipment is released to the carrier or the POE/APOE.
 - (2) Enter only the last two characters of the Julian calendar when the TCMD is for an air shipment. They will be preceded by a single-character hour code to indicate the anticipated hour of release to the carrier at the point of origin.

NOTE: They will be preceded by a single-character hour code to indicate the anticipated hour of release to the carrier at the point of origin.

- p. Block 16 - (ETA). Enter the ETA.

NOTE: This is actually the estimated time of arrival (ETA) code to identify the number of days the shipment will be in transit to the POE/APOE.

- q. Block 17 - (Tr Acct). Enter the four-character transportation account code (TAC) to which the shipment will be charged

NOTE: Military services and other DOD agencies that use the DTS are required to pay for the transportation and terminal services involved in the movement of shipments within the system. Four-character transportation account codes are assigned to these agencies to facilitate shipper identification for cost accounting and billing purposes.

- r. Block 18 - (Carrier). Enter the name of the trucking company, airline, railroad, or ship that moves the remains.
- s. Block 19 - (Flifgt-Truck-Voy Doc No.). Enter the license number of the truck or trailer in which the cargo is loaded.

Performance Steps

NOTE: If the shipment is to be made by air or vessel, the mission or voyage number is entered. These numbers may be obtained from the Military Sealift Command representative or Military Airlift Command representative. The MILSTAMP provides that entry of this information is optional. However, local policy may dictate that the name of the carrier and vehicle number be placed in these blocks.

- t. Block 20 - (Ref.). This block is optional. It should not include remarks that would apply to the shipment beyond the APOE/POE. It is the air cargo or voyage manifest reference code.
- u. Block 21- (Remarks). This block is used only when a shipper is providing information that is not applicable to the entire move.

NOTE: If a shipper is advised by the originating carrier that the shipment will be transferred to another truck before its delivery to the POE, the shipper notes this fact in the REMARKS block.

- v. Block 22 - (Pieces) . Record the total number of remains in the shipment unit.

NOTE: In order to determine whether there are any overages or shortages, the cargo checker must refer to the number of pieces shown in this block.

- w. Blocks 23 and 24. Record the gross weight and cubic feet of the shipment for the entire shipment unit.
- x. Blocks 25 (a. Transfer Point 1, b. Date Rec, c. Bay Whse, d. Date Shpd, e. Mode Carrier, f. Flight-Truck-Voy Doc No., g. Ref., h. Stow Loc, i. Split, j. Cond, k. Signature-Remarks) through 27 is completed by a cargo checker each time the shipment is transferred from one carrier to another, from a carrier to a temporary storage location, or from a temporary storage location to a carrier.
- y. Blocks 28 through 31 are completed by the consignee when the shipment has been delivered.

NOTE: When these blocks have been completed, the consignee will have a record of when the shipment was received and its condition upon arrival. A copy of the completed TCMD, signed by the consignee, may also be given to the delivering carrier as a delivery receipt to verify that the shipment has been completed.

- z. Columns 32 through 44 are used to provide supplemental information for special categories of shipments.

3. Review DD Form 1384 (TCMD) for completeness and accuracy.
4. Distributes the DD Form 1384.
 - a. Provide original and two copies to the TMO.
 - b. Retain one file copy.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared DD Form 1384, Transportation Control and Movement Document (TCMD).	—	—
2. Recorded the following required information in blocks below.	—	—
a. Block 1 - (DIC). <ul style="list-style-type: none"> (1) The Document identifier code (DIC) also specified the format for additional transportation that was required. (2) MILSTAMP indicated that the letter "T" identified the form as a MILSTAMP document. 		
b. Block 2 - (Trir Cont)." or "V" indicated whether it was a stake-and-flat bed or a van. <ul style="list-style-type: none"> (1) Entered the last five digits of the trailer, van, or container number in the block when a shipment was moving in a controlled container, MILVAN, or SEAVAN. 		

Performance Measures**GO** **NO GO**

- (2) Entered the last four digits of the container number preceded by an "S" or "V" to indicate whether it was a stake-and-flat bed or a van.
- c. Block 3 - (Consignor).
 - (1) Entered the coded or in-the-clear address of the shipping installation, unit, or other agency.
 - (2) Address code was the same as the one appearing in the FROM block of the military shipment label on the shipping container.
- d. Block 4 - (Comm-Spec Hdlg).
 - (1) Provided a quick means of identifying the material for manifesting, customs requirements, stevedore billing, and transportation costs.
 - (2) Provided an indication of whether the shipment required special attention during shipment, handling, or storage.
 - (3) The Water Commodity and Special Handling Code (Comm-Spec Hdlg) was a five or six position alpha, alphanumeric, numeric code, or abbreviation used to identify a specific piece of cargo.
 - (4) The first character of the code identified the commodity.
 - (5) The second character indicated any special handling or attention that might have been required; if none was needed, the code "Z" "R," "Z," or a numeral, a DD Form 1387-2 (Special Handling Data/Certification) was attached to the shipment. Cargo checkers and warehousemen could obtain detailed handling instructions by referring to that label.
- e. Block 5 Air dimension (Air Dim) code when shipment was by air listed the air dimension code that was used only for shipments moving by aircraft.
- f. Block 6 (POE).
 - (1) Assigned an identification code.
 - (2) Identified the name and location of an air terminal where the remains would be sent.
- g. Block 7 Port of debarkation (POD) or the aerial port of debarkation (APOD) identifier code used the same code system as that used for POEs to identify the air or ocean terminal where the shipment was designated to be unloaded.
- h. Block 8 (Mode/method of shipment code) - entered the mode of transportation by which the shipment was arriving.
- i. Block 9 (Pack) referred to the method of packaging a shipment unit.
- j. Block 10 (Trans Control No.).
 - (1) Entered and compared the Transportation control number (TCN) with the TCH entered in the address marking the container.
 - (2) Entered a six-position alphanumeric code to identify the initiator.
 - (3) Entered the date of requisition.
 - (4) Assigned a serial number.
 - (5) Entered an "X" because "X" indicated a complete shipment.
- k. Block 11 - (Consignee). Entered the DODAAC code of the ultimate consignee.
- l. Block 12 - (Pri). Entered the Transportation priority (TP) in this block.
- m. Block 13 - (RDD). Entered the required delivery date (RDD).
- n. Block 14 - (Proj). Left this block blank.
- o. Block 15 - (Date Shpd). Entered the Julian date when the shipment was moved to POE/APOE.
 - (1) Entered the Julian date in the block when the shipment was released to the carrier or the POE/APOE.
 - (2) Entered only the last two characters of the Julian calendar when the TCMD was for an air shipment. They were preceded by a single-character hour code to indicate the anticipated hour of release to the carrier at the point of origin.
- p. Block 16 - (ETA). Entered the ETA.

Performance Measures

GO **NO GO**

- q. Block 17 - (Tr Acct). Entered the Four-character transportation account code (TAC) to which the shipment would be charged
- r. Block 18 - (Carrier). Entered the name of the trucking company, airline, railroad, or ship that moved the remains.
- s. Block 19 - (Flight-Truck-Voy Doc No.). Entered the license number of the truck or trailer in which the cargo was loaded.
- t. Block 20 - (Ref.). This block was optional. It should not include remarks that would apply to the shipment beyond the APOE/POE. It was the air cargo or voyage manifest reference code.
- u. Block 21- (Remarks). This block was used only when a shipper was providing information that was not applicable to the entire move.
- v. Block 22 - (Pieces) . Recorded the total number of remains in the shipment unit.
- w. Blocks 23 and 24. Recorded the gross weight and cubic feet of the shipment for the entire shipment unit.
- x. Blocks 25 (a. Transfer Point 1, b. Date Rec, c. Bay Whse, d. Date Shpd, e. Mode Carrier, f. Flight-Truck-Voy Doc No., g. Ref., h. Stow Loc, i. Split, j. Cond, k. Signature-Remarks) through 27 was completed by a cargo checker each time the shipment was transferred from one carrier to another, from a carrier to a temporary storage location, or from a temporary storage location to a carrier.
- y. Blocks 28 through 31 were completed by the consignee when the shipment had been delivered.
- z. Columns 32 through 44 was used to provide supplemental information for special categories of shipments.

3. Reviewed DD Form 1384 (TCMD) for completeness and accuracy.

4. Distributed the DD Form 1384.

- a. Provided original and two copies to the TMO.
- b. Retained one file copy.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- DOD 4500.32-R VOL 1
- DOD 4500.32-R, VOL 2
- JTTP 4-06

Related

**Prepare DD Form 1907 (Signature and Tally Record)
101-515-1636**

Conditions: As a mortuary affairs specialist working in a TMEP given JTTP 4-06, AR 638-2, blank DD Form 1907, completed shipping documents, remains, human remains pouch, TMEP case file, and transfer case.

Standards: Prepare DD Form 1907 IAW JTTP 4-06.

Performance Steps

1. Complete (SECTION I blocks 1-15) DD Form 1907 (Signature and Tally Record):
 - a. Shipper name.
 - b. Origin.
 - c. Protective service requested.
 - d. GBL or CBL number.
 - e. Consignee name.
 - f. Destination.
 - g. Permit number.
 - h. Transportation control number.
 - i. Routing.
 - j. Weight.
 - k. Cube.
 - l. Special instructions.
 - m. Date shipment tendered to carrier.
 - n. Name of carrier.
 - o. Number of pieces.
 - p. Seal numbers.
 - q. Freight classification description.

2. Ensure MAC handling representative completes SECTION II on DD Form 1907 releasing custody of remains.
 - a. Obtain a copy of DD Form 1907.
 - b. Provide a copy of DD Form 1907 to the Administrative Section for dispatching of the joint message form.

3. Place the DD Form 1907 in the remains case file until the container is ready to be shipped.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Completed DD Form 1907 (SECTION I).	—	—
2. Ensured MAC handling representative completed DD Form 1907 (SECTION II) releasing custody of remains. <ol style="list-style-type: none"> a. Obtained a copy of DD Form 1907. b. Provided a copy of DD Form 1907 to the Administrative Section for dispatching of the joint message form. 	—	—
3. Placed the DD Form 1907 in remains case file until the container was ready to be shipped.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
AR 638-2
DOD 4500.32-R
DOD 4500.32-R VOL 1
DOD 4500.32-R, VOL 2

Prepare DD Form 1387 (Military Shipment Label)**101-515-1637**

Conditions: You are working in a TMEP. Your NCOIC instructs you to complete DD Form 1387 (Military Shipment Label) on each remains to be shipped. Given: DD Form 1387, remains, human remains pouch, and transfer case.

Standards: Prepare DD Form 1387 for remains IAW DOD 4500.32-R and Joint Pub 4-06.

Performance Steps

1. Complete the necessary blocks on DD Form 1387, Military Shipment Label.
NOTE: Mortuary Affairs personnel will not complete Blocks 2, 4, 8, 13, and 15.
 - a. Enter the transportation control number in block 1.
 - b. Enter the organization identification code from which the shipment is being made in block 3.
 - c. Enter the port of embarkation in block 5.
 - d. Enter the transportation priority number in block 6.
 - e. Enter the port of debarkation in block 7.
 - f. Enter the ultimate consignee in block 9.
 - g. Enter the weight of the shipment in block 10.
 - h. Enter the required delivery date in block 11.
 - i. Enter the cube of the shipment in block 12.
 - j. Enter the date shipped in block 14.
 - k. Enter the piece number in block 16.
 - l. Enter the total number of pieces in block 17.
2. Place original copy of DD Form 1387 in the case folder to be shipped with the remains.
3. Place a photocopy of DD Form 1387 in the TMEP case folder.
4. Place DD Form 1387 on top of the transfer case at the "head end" approximately 6 inches from the edge.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Completed the necessary blocks of DD Form 1387, Military Shipment Label.	—	—
a. Entered the transportation control number in block 1.		
b. Entered the organization identification code from which the shipment was made in block 3.		
c. Entered the port of embarkation in block 5.		
d. Entered the transportation priority number in block 6.		
e. Entered the port of debarkation in block 7.		
f. Entered the ultimate cosignee in block 9.		
g. Entered the weight of the shipment in block 10.		
h. Entered the required delivery date in block 11.		
i. Entered the cube of the shipment in block 12.		
j. Entered the date shipped in block 14.		
k. Entered the piece number in block 16.		
l. Entered the total number of pieces in block 17.		
2. Placed original copy of DD Form 1387 in the case folder to be shipped with the remains.	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
3. Placed a photocopy of DD Form 1387 in the TMEP case folder.	—	—
4. Placed DD Form 1387 on top of transfer case at the "head end" approximately 6 inches from the edge.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

DOD 4500.32-R
DOD 4500.32-R VOL 1
DOD 4500.32-R, VOL 2
DOD 4500.9-R PART III

Related

JTTP 4-06

Ship Remains, Effects, and Records from a Theater Mortuary Evacuation Point
101-515-1624

Conditions: As a mortuary affairs specialist working in the shipping section of an established Theater Mortuary Evacuation Point (TMEP) given JTTP 4-06, DD Forms (1075, 1387, 1387-2, and 2064), AF Form 127, zip lock bags, ice, transfer case, personal effects bag, human remains pouch, evacuation tags, and case file.

Standards: Ship remains, effects, and records IAW JTTP 4-06.

Performance Steps

1. Receive remains from the processing area.
 - a. Obtain all paperwork and shipping labels from the administrative section for remains to be shipped.
 - b. Compare name on records with name of remains.
 2. Shroud remains.
 - a. Wrap remains in a plastic sheet.
 - b. Place remains in a human remains pouch.
 3. Prepare transfer case used for evacuation.
 - a. Clean transfer case.
 - b. Check for serviceability to ensure all latches are in working order.
 - c. Verify that tie-down straps are inside transfer case and in good working order.
 - d. Verify that headrest is present.
 - e. Ensure that the transfer case is numerically stenciled.
 4. Review case file for accuracy.
 5. Ensure completed DD Form 2064 or DD Form 1380 are present and accurate.
 6. Fasten remains securely in transfer case.
 7. Place case file documents in the shipping container.
 - a. Seal documents in a zip-lock bag.
 - b. Secure documents to the remains in the transfer case.
 8. Place activated desiccant inside the shipping container.
 9. Close transfer case and place seals and shipping labels on the shipping container.
- NOTE: Do not cover the transfer case number.
10. Provide administrative section personnel with transfer case number.
 11. Coordinate with Air Mobility Command (AMC) transportation personnel for required documentation.
 12. Cover the pallet (463L) with a plastic pallet cover.
- NOTE: See FM 55-9 and FM 55-17
- a. Place transfer case(s) on pallet.
 - b. Lay out the nets and inspect them for serviceability before using.
 - c. Ensure that the net is right side up.
 - d. Place the two bottom nets around the cargo on the pallet and attach the hooks with the hooks pointed in towards the pallet.
 - e. Ensure the straps at the corners of the net cross at the corners of the pallet.
 - f. Center the top net over the cargo.
 - g. Hook the top net into the side nets. Hook should face out to prevent cargo damage.
 - h. Pull evenly on all the straps to tighten the top net.
 - i. Place cargo with special labels on the pallet so that the labels are facing out.

Performance Steps

- j. Build the load to form a cube.

NOTE: There can be no more than 12 transfer cases per pallet.

13. Load shipping containers.
 - a. Identify containers to be loaded for transporting.
 - b. Handle remains in a reverent manner at all times.
14. Transport remains to MAC cargo special handling and obtain signature from the MAC handling representative on DD Form 1907 releasing custody of remains.
 - a. Obtain a copy of DD Form 1907.
 - b. Provide a copy of DD Form 1907 to the Administrative Section NCOIC/OIC for dispatching of the joint message form.
15. Inquire on the status of remains until actual take-off of aircraft.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Received remains from the processing area.	_____	_____
a. Obtained all paperwork and shipping labels from the administrative section for remains to be shipped.		
b. Compared name on records with name of remains.		
2. Shrouded remains.	_____	_____
a. Wrapped remains in a plastic sheet.		
b. Placed remains in a human remains pouch.		
3. Prepared transfer case used for evacuation.	_____	_____
a. Cleaned transfer case.		
b. Checked for serviceability to ensure all latches were in working order.		
c. Verified that tie-down straps were inside transfer case and in good working order.		
d. Verified that headrest was present.		
e. Ensured that the transfer case was numerically stenciled.		
4. Reviewed case file for accuracy.	_____	_____
5. Ensured completed DD Form 2064 or DD Form 1380 were present and accurate.	_____	_____
6. Fastened remains securely in transfer case.	_____	_____
7. Placed case file documents in the shipping container.	_____	_____
a. Sealed documents in a zip-lock bag.		
b. Secured documents to the remains in the transfer case.		
8. Placed activated desiccant inside the shipping container.	_____	_____
9. Closed transfer case and placed seals and shipping labels on the shipping container.	_____	_____
10. Provided administrative section personnel with transfer case number.	_____	_____
11. Coordinated with AMC transportation personnel for required documentation.	_____	_____
12. Covered the pallet (463L) with a plastic pallet cover.	_____	_____

Performance Measures

GO NO GO

- | | |
|---|---|
| <ul style="list-style-type: none"> a. Placed transfer case(s) on pallet. b. Laid out the nets and inspected them for serviceability. c. Ensured that the net was right side up. d. Placed the two bottom nets around the cargo on the pallet and attached the hooks with the hooks pointed in towards the pallet. e. Ensured the straps at the corners of the net crossed at the corners of the pallet. f. Centered the top net over the cargo. g. Hooked the top net into the side nets with the hooks facing out to prevent cargo damage. h. Pulled evenly on all the straps to tighten the top net. i. Placed transfer cases(s) with special labels on the pallet so that the labels were facing out. j. Built the load in the form of a cube without exceeding 12 transfer cases. <p>13. Loaded shipping containers.</p> <ul style="list-style-type: none"> a. Identified containers to be loaded for transporting. b. Handled remains in a reverent manner at all times. <p>14. Transported remains to MAC cargo special handling and obtained signature from the MAC handling representative on DD Form 1907 releasing custody of remains.</p> <ul style="list-style-type: none"> a. Obtained a copy of DD Form 1907. b. Provided a copy of DD Form 1907 to the Administrative Section NCOIC/OIC for dispatching of the joint message form. <p>15. Inquired on the status of remains until actual take-off of aircraft.</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|---|

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
AR 638-2
DOD 4500.32-R
DOD 4500.32-R VOL 1
DOD 4500.32-R, VOL 2
FM 55-1
FM 55-10
FM 55-15
FM 55-17
FM 55-20
FM 55-21
FM 55-3
FM 55-30
FM 55-60
FM 55-65
FM 55-80
FM 55-9

Subject Area 5: Personal Effects Depot

**Prepare a Personal Effects Depot Case File
101-515-1702**

Conditions: As a mortuary affairs specialist working in a PE Depot given JTTP 4-06, a blank case file folder, DD Form 1076, and a PE log.

Standards: Prepare case file folder IAW JTTP 4-06.

Performance Steps

1. Establish a case file for each package of personal effects received.
2. Make appropriate entries to the Personal Effects Log Book.
 - a. Assign an evacuation number for all packages.
 - (1) Record a numerically sequenced case number.
 - (2) Record the location of the TMEP.
 - (3) Record the number of packages containing PE for each particular individual.
 - b. Record evacuation number on the case file folder and all inventory sheets or DD Form 1076.
3. Prepare and secure an evacuation tag to each package.
4. Place a plastic packing list envelope on each package.
5. Place a copy of the inventory sheet for the package inside the envelope.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin(s) or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Established a case file for each package of personal effects received.	—	—
2. Made appropriate entries to the Personal Effects Log Book. <ol style="list-style-type: none"> a. Assigned an evacuation number for all packages. b. Recorded evacuation number on the case file folder and all inventory sheets or DD Form 1076. 	—	—
3. Prepared and secured an evacuation tag to each package.	—	—
4. Placed a plastic packing list envelope on each package.	—	—
5. Placed a copy of the inventory sheet for the package inside the envelope.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related

**Receive Personal Effects (PE) and Records at a Personal Effects Depot
101-515-1351**

Conditions: As a mortuary affairs specialist working at a personal effects depot given AR 638-2, JTTP 4-06, FM 10-64, completed DD Form 1076, personal effects bag, personal effects, and a secured area for storage of effects.

Standards: Receive personal effects and records at a PE Depot IAW AR 638-2, FM 10-64, and JTTP 4-06.

Performance Steps

1. Meet the organizational representative delivering the personal effects.
 - a. Receive personal effects and all personal effects inventory sheets.
 - b. Verify, with the person delivering the effects, that all items listed on the DD Form 1076 are accounted for and correctly identified.
 - c. Record any discrepancy on inventory sheet or DD Form 1076 and initiate an immediate investigation if any personal effects are missing.
2. Establish a case file for each remains' personal effects received. Record name, rank, SSN, and branch of service on top edge of the case file folder.
3. Inventory, with the person delivering the effects and/or property, to verify the contents against data recorded on the accompanying inventory sheets or DD Forms 1076.
 - a. Check the file of the deceased.
 - b. Add to the DD Form 1076 personal effects received from the hospital, other agencies, and the unit of the deceased.
 - c. Inventory effects jointly.
 - d. Return all effects to the personal effects bag or pouch.
 - e. Compare effects listed on file copy sent in from the unit (if available).
 - f. Notify NCOIC immediately if any discrepancies are noted.
4. Sign for personal effects from the person delivering them.
 - a. Enter your unit or organization designation and sign the bottom of DD Form 1076.
 - b. Give one signed copy to the person delivering the effects and/or property.
 - c. Retain one copy for the personal effects depot files.
5. Secure personal effects at all times.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Met the organizational representative delivering the personal effects. <ol style="list-style-type: none"> a. Received personal effects and all personal effects inventory sheets. b. Verified with the person delivering the effects that all items listed on the DD Form 1076 are accounted for and correctly identified. c. Recorded any discrepancy on inventory sheet or DD Form 1076 and initiate an immediate investigation if any personal effects were missing. 	—	—
2. Established a case file for each remains' personal effects received. Recorded name, rank, SSN, and branch of service on top edge of the case file folder.	—	—
3. Inventoried jointly, with the person delivering the effects and/or property, to verify the contents against the data on the inventory sheets or DD Forms 1076. <ol style="list-style-type: none"> a. Checked the file of the deceased. b. Added to the DD Form 1076 personal effects received from the hospital, other agencies, and the unit of the deceased. c. Inventoried effects jointly. d. Returned all effects to the personal effects bag or pouch. 	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
e. Compared effects listed on file copy of DD Form 1076 sent in from the unit (if available).		
f. Notified NCOIC immediately if any discrepancies were noted.		
4. Signed for personal effects from the person delivering them.	—	—
a. Entered your unit or organization designation and signed the bottom of DD Form 1076.		
b. Gave one signed copy to the person delivering the effects and/or property.		
c. Retained one copy for the personal effects depot files.		
5. Secured personal effects at all times.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
FM 10-64
JTTP 4-06

Related

Process PE and Records at a PE Depot
101-515-1626

Conditions: As a mortuary affairs specialist working in a personal effects depot given JTTP 4-06, AR 638-2, AR 700-84, FM 10-64, DD Form 1076 or DA Form 54, DA Form 3645, CTA 50-900, personal effects bag, personal effects, and a secured area for storage of effects.

Standards: Processes personal effects and records IAW AR 638-2, AR 700-84, JTTP 4-06, and FM 10-64.

Performance Steps

1. Check the personal effects of deceased, missing, and captured personnel received at the personal effects depot against the accompanying records.
2. Place oversized items in storage until disposition instructions can be obtained.
3. Withdraw organizational clothing and equipment.

NOTE: Organizational clothing and individual equipment allowances are listed in CTA 50-900.

- a. Turn over all organizational clothing and equipment and other government property to the appropriate supply channels.
- b. Credit entries on DA Form 3645, (Organizational Clothing and Individual Equipment Record).
- c. Prepare Certificate of Destruction.

4. Remove effects that have no sentimental or salable value (no apparent value).
5. Clean and launder effects.
 - a. Remove soiled items from personal effects for cleaning.
 - b. Inventory items for laundry and cleaning.
 - (1) Prepare a laundry list.
 - (2) Prepare a dry cleaning list.
 - c. Check all items returned from the laundry and/or dry cleaning.

6. Remove items that may be hazardous, such as ammunition, and flammable items.
 - a. Inventory items that must be removed from the inventory.
 - b. List items to be destroyed.
 - c. Prepare a Certificate of Destruction.

NOTE: Disposition of ammunition and explosives is made according to established theater policy.

7. Remove classified material.
 - a. Forward to intelligence officer.
 - b. Material suitable for release will be returned for disposition as personal effects.
8. Inventory personal effects of enemy, civilian, internee, and allied personnel on DA Form 54 or DD Form 1076 .

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that he should treat the personal effects as though it were an actual situation .

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Checked the personal effects of deceased, missing, and captured personnel received at the personal effects depot against the accompanying records.	—	—
2. Placed oversized items in storage until disposition instructions could be obtained.	—	—
3. Withdrew organizational clothing and equipment.	—	—

Performance Measures

GO **NO GO**

NOTE: Organizational clothing and individual equipment allowances are listed in CTA 50-900.

- | | | |
|--|----------|----------|
| <ul style="list-style-type: none"> a. Turned over all organizational clothing and equipment and other government property to the appropriate supply channels. b. Credited entries on DA Form 3645, (Organizational Clothing and Individual Equipment Record). c. Prepared Certificate of Destruction. | <p>—</p> | <p>—</p> |
| <p>4. Removed effects that have no sentimental or salable value (no apparent value).</p> | <p>—</p> | <p>—</p> |
| <p>5. Cleaned and laundered effects.</p> <ul style="list-style-type: none"> a. Removed soiled items from personal effects for cleaning. b. Inventoried items for laundry and cleaning. <ul style="list-style-type: none"> (1) Prepared a laundry list. (2) Prepared a dry cleaning list. c. Checked all items returned from the laundry and/or dry cleaning. | <p>—</p> | <p>—</p> |
| <p>6. Removed items that were hazardous, such as ammunition, and flammable items.</p> <ul style="list-style-type: none"> a. Inventoried items that had to be removed from the inventory. b. Listed items to be destroyed. c. Prepared a Certificate of Destruction. | <p>—</p> | <p>—</p> |
| <p>7. Removed classified material.</p> <ul style="list-style-type: none"> a. Forwarded to intelligence officer. b. Material suitable for release was returned for disposition as personal effects. | <p>—</p> | <p>—</p> |
| <p>8. Inventoried personal effects of enemy, civilian, internee, and allied personnel on DA Form 54 or DD Form 1076.</p> | <p>—</p> | <p>—</p> |

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
- AR 638-2
 - AR 700-84
 - CTA 50-900
 - FM 10-64
 - JTTP 4-06

Related

**Store Personal Effects at a Personal Effects Depot
101-515-1350**

Conditions: As a mortuary affairs specialist working at a personal effects depot given personal effects bag, personal effects, all documentation required for case file, a secured area for storage, AR 638-2, and JTTP 4-06.

Standards: Store personal effects at a PE Depot IAW AR 638-2 and JTTP 4-06.

Performance Steps

- 1. Process personal effects and records received from the receiving area.
 - a. Inventory all effects.
 - b. Place all effects on a work table.
 - c. Clean all personal effects.
 - d. Determine the type and size of container needed to store and ship the effects.
 - e. Choose or make several small containers.
- 2. Move personal effects to storage section.
- 3. Place personal effects into storage.
 - a. Prepare inventory board to tally and locate effects in storage.
 - b. Post and update inventory board and location board daily.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Processed personal effects and records received from the receiving area.	—	—
a. Inventoried all effects.		
b. Placed all effects on a work table.		
c. Cleaned all personal effects.		
d. Determined the type and size of container needed to store and ship the effects.		
e. Chose or made several small containers.		
2. Moved personal effects to storage section.	—	—
3. Placed personal effects into storage.	—	—
a. Prepared inventory board to tally and locate effects in storage.		
b. Posted and updated inventory board and location board daily.		

References

Required
AR 638-2
JTTP 4-06

Related

Ship Personal Effects From a Personal Effects Depot
101-515-1703

Conditions: As a mortuary affairs specialist working at a personal effects depot given JTTP 4-06, TM 743-200-1, AR (190-8, 638-2, and 700-84), DD Form 1076 or DA Form 54, personal effects bag, personal effects, pencil, secured area for storage of effects, packing/shipping material, and shipping labels.

Standards: Ship personal effects from a PE Depot IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Receive effects from storage area.
 - a. Review each case processed.
 - b. Perform inventory of effects and verify accompanying documents.
 2. Prepare disposition records for personal effects (PE) being shipped.
 3. Perform final inspection of effects.
 - a. Ensure items meet customs requirements.
 - b. Ensure all hazardous items have been removed.
 - c. Ensure items being shipped meet existing regulations.
 - d. Ensure war trophies meet custom entry requirements.
 4. Determine packing materials needed according to TM 743-200-1.
 - a. Identify items that are fragile.
 - b. Select types of materials available for packing.
 5. Pack personal effects for shipment.
 - a. Place personal effects in container.
 - b. Pack fragile items with soft materials.
 - c. Fold clothing and uniforms neatly for packing.
 - d. Ensure foot apparel is cleaned and polished.
 - e. Place a copy of the inventory list (DA Form 54 or DD Form 1076) on top of the personal effects.
 6. Mark container(s) for deceased persons with shipping information.
 - a. Write the full name, grade, social security number, and organization of the person to whom the effects belonged.
- NOTE: Dispose of PE for enemy prisoners of war and civilian internees according to AR 190-8.
- b. Write plainly on the each container "Effects of Deceased (or Missing/Captured) Person".
 - c. Verify contents against the record of effects before sealing container.
 - d. Ensure a copy of the inventory is placed inside the container.
 - e. Tape/nail container shut.
7. Mark container(s) with shipping information for persons hospitalized or medically evacuated from the theater.
 - a. Forward effects to location designated by owner upon receipt of a signed request.
 - b. Ensure items are not restricted from entry at the designated location.
 8. Move container(s) to shipping area.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that selected personal effects will be used for training purposes. The soldier should treat the personal effects as though they were from a real fatality.

Performance Measures

1. Received personal effects (PE) from storage area.
 - a. Reviewed each case processed.

GO **NO GO**

Performance Measures	<u>GO</u>	<u>NO GO</u>
b. Performed inventory of effects and verified accompanying documents.	—	—
2. Prepared disposition records for personal effects being shipped.	—	—
3. Performed final inspection of effects.	—	—
a. Ensured items met customs requirements.		
b. Ensured all hazardous items were removed.		
c. Ensured items being shipped met existing regulations.		
d. Ensured war trophies met custom entry requirements.		
4. Determined packing materials needed according to TM 743-200-1.	—	—
a. Identified items that were fragile.		
b. Selected types of materials available for packing.		
5. Packed personal effects for shipment.	—	—
a. Placed personal effects in container.		
b. Packed fragile items with soft materials.		
c. Folded clothing and uniforms neatly for packing.		
d. Ensured foot apparel was cleaned and polished.		
e. Placed a copy of the inventory list (DA Form 54 or DD Form 1076) on top of the personal effects.		
6. Marked container(s) for deceased persons with shipping information.	—	—
a. Wrote the full name, grade, social security number, and organization of the person to whom the effects belonged.		
b. Wrote plainly on the container "Effects of Deceased Person".		
c. Verified contents against the record of effects before sealing container.		
d. Ensured a copy of the inventory was placed inside the container.		
e. Taped/nailed container shut.		
7. Marked container(s) with shipping information for persons hospitalized or medically evacuated from the theater.	—	—
a. Forwarded effects to location designated by owner upon receipt of a signed request.		
b. Ensured items were not restricted from entry at the designated location.		
8. Moved container(s) to shipping area.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AR 190-8
- AR 638-2
- AR 700-84
- JTTP 4-06
- TM 743-200-1

Related

Subject Area 6: Interment/Disinterment

Prepare Interment Case File

101-515-1704

Conditions: As a mortuary affairs specialist in a field environment (working at an interment site) given JTTP 4-06, AR 638-2, FM 10-64, completed DD Forms (894, 1076, and 1079), one blank case file folder for each remains being interred, and all documents/photographs accompanying remains.

Standards: Prepare interment case file IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Initiate a case file for each remains.

2. Label file.

NOTE: Include any documentation generated at the collection point as part of the interment case file.

a. Interment processing number.

b. Name.

c. Rank.

d. SSN.

e. Branch of service.

3. Place all completed forms in the case folder.

a. DD Form 1079 (Interment/Disinterment Register).

b. DD Form 1076.

c. DD Form 894.

4. Hand carry all forms and records to the Joint Mortuary Affairs Office (JMAO) by special courier.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin(s) or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures

GO **NO GO**

1. Initiated a case file for each remains.

2. Labeled file.

a. Interment processing number.

b. Name.

c. Rank.

d. SSN.

e. Branch of service.

3. Placed all completed forms in the case folder.

a. DD Form 1079 (Interment/Disinterment Register).

b. DD Form 1076.

c. DD Form 894.

4. Hand carried all forms and records to the Joint Mortuary Affairs Office (JMAO) by special courier.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
FM 10-64
JTTP 4-06

Related

Receive Remains, Effects, and Records at an Interment Site
101-515-1611

Conditions: As a mortuary affairs specialist working at an established interment site given remains, effects, records, human remains pouch (one per remains), personal effects bag (one per remains), completed DD Forms 565 and 567, blank DD Form 1079, FM 10-64 and JTTP 4-06.

Standards: Receive remains, effects, and records at an interment site IAW FM 10-64 and JTTP 4-06.

Performance Steps

1. Assist in selecting interment site.
 - a. Dig pilot holes.

NOTE: Interment site should be on high ground with good drainage.

- b. Avoid areas that have high water tables or that can easily flood.

2. Open interment site.

NOTE: The interment site may consist of any number of rows. Each row will hold 10 remains, placed head to foot, lengthwise. Inter US Armed Forces, allied, and enemy personnel in separate rows, if possible.

- a. Instruct engineers to dig the row approximately 10 meters long, 2 meters deep, and as wide as the earth moving equipment blade (minimum of 2.5 feet).

NOTE: If engineer support is not available, rows will have to be dug manually.

- b. Dig additional rows 2 meters apart.
- c. Dig rows side by side.

3. Receive remains, personal effects, and records at the interment site.

- a. Meet with the personnel delivering the remains.
- b. Receive documentation from personnel delivering the remains, if present.
- c. Compare the Convoy List of Remains and all recovery documentation received with the remains.
- d. Verify documentation of each remains as they are being off-loaded.
- e. Verify that all remains are present when being off-loaded.
- f. Sign for the remains.
- g. Assign each remains a sequential interment processing.
- h. Review recovery reports for accuracy and completeness.
- i. Verify DD Form 1076 received with the remains against the effects actually received with the remains.

5. Prepare DD Form 1079. (See task 101-515-1615.)

6. Verify documentation received with each remains.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

1. Assisted in selecting interment site for burial of remains.
 - a. Dug pilot holes.
 - b. Avoided swampy areas or those under water.
2. Opened interment site.

GO **NO GO**

_____ _____

_____ _____

Performance Measures

GO **NO GO**

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> a. Instructed engineers to dig the row approximately 10 meters long, 2 meters deep, and as wide as the earth moving equipment blade (minimum of 2.5 feet). b. Dug additional rows 2 meters apart. c. Dug rows side by side. <p>3. Received remains, personal effects, and records at the interment site.</p> <ul style="list-style-type: none"> a. Met with the personnel delivering the remains. b. Received documentation from personnel delivering the remains, if present. c. Compared the Convoy List of Remains and all recovery documentation received with the remains. d. Verified documentation of each remains as they are being off-loaded. e. Verified that all remains on the list were present at time of off-loaded. f. Signed for the remains. g. Assigned each remains a sequential interment processing number. h. Reviewed recovery reports for accuracy and completeness. i. Verified DD Form 1076 received with the remains against the effects actually received with the remains. <p>5. Prepared DD Form 1079. (See task 101-515-1615.)</p> <p>6. Verified documentation received with each remains.</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|---|---|

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 10-64

Related
JTTP 4-06

Prepare Remains and Effects for Interment
101-515-1612

Conditions: As a mortuary affairs specialist working at an established interment site given authorization to inter from the Geographic Combatant Commander, remains and effects, DD Forms (890, 894, 1076, 1077, 1079, 1380), GPS, lensatic compass, remains pouch (one per remains), personal effects bag (one per remains), interment tags (two per remains), metal row markers, hammers, field desk, folding chair, 100-meter tape measure, personal protective equipment, germicidal liquid soap for hazardous waste material, garbage bags, lime, cleaning disinfectant and/or bleach, FM 10-64, and JTTP 4-06.

Standards: Prepare remains and effects for interment IAW JTTP 4-06.

Performance Steps

1. Prepare remains and effects for interment.
 - a. Prepare two metal interment tags.
 - (1) Write or etch the processing number on each tag.
 - (2) Attach both tags to the remains.

NOTE: One tag will later be attached to the burial shroud.

- b. Initiate a case file for each remains.
 - c. Label the file with the interment processing number, the name, rank, SSN, and branch of service for each remains.

NOTE: Include any documentation generated at the collection point as part of the interment case file.

2. Search remains for identification.
 - a. Check individual clothing and equipment.
 - (1) Type and size of clothing.
 - (2) Distinctive insignia.
 - b. Check Official identification attached to the remains.
 - (1) DD Form 1380 (US Field Medical Card).
 - (2) Identification tags.

NOTE: Do Not remove, ID tag or ID card from remains.

- (3) Identification Card.
 - c. Check footwear and headgear for any markings that may serve as clues to identification.
 - d. Check military equipment for identifying numbers.
 - e. Check personal effects.
 - (1) Wallet contents may indicate identity of deceased; names and/or initials that may be inscribed on or attached to the surface(s) of the wallet.
 - (2) Watches may have serial numbers, initials or other identification clues.
 - (3) Identification bracelets with name, initials, social security numbers or other inscriptions.
 - (4) Rings with names and dates engraved on inside of band.
 - (5) Photographs with names or initials written on them.
 - (6) Keys that might indicate owner or to whom they are registered.
 - f. Establish a tentative identification based on one or more of the above items.
 - g. Complete blocks 6 through 9 of DD Form 1079. Use "unidentified" if tentative identification cannot be established.

3. Complete DD Form 1076. (See Task 101-515-1642)
 - a. Personal effects found on the remains will be placed in a plastic bag and attached to the remains for interment.
 - b. Seal the plastic bag.
 - c. Write, with an indelible marker, the row and space number in the top right hand corner.

4. Complete DD Form 894 (Record of ID Processing - Fingerprint Chart). (See task 101-515-1644)

Performance Steps

- a. Print all fingers from which prints can be obtained.
 - b. Enter the row and space number in the top right hand corner.
 - c. Place the DD Form 894 in the case file.
 - d. Complete DD form 894 with great attention to detail, in order to capture remains identification data on paper.
 - e. Enter the name, rank and social security number in the appropriate blocks. If this information is unknown, enter "Unidentified".
 - f. Enter the evacuation number of the remains in the appropriate block.
 - g. Enter N/A in the blocks for Plot, Row and Grave.
 - h. Annotate any missing fingers on the form.
5. Place the remains in a remains pouch, and/or wrap with shrouding material.
- a. Remove one metal tag from the remains.
 - b. Attach it to the outside of the remains pouch or shroud.
6. Assign the next available space number in row at the interment site.
- NOTE: Inter US Armed Forces, enemy, allied remains in separate rows.
7. Ensure completed forms in the case folder match believed to be of remains to which it is associated.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared remains and effects for interment.	_____	_____
a. Prepared two metal interment tags.		
b. Initiated a case file for each remains.		
c. Labeled the file for each remains.		
2. Searched remains for identification.	_____	_____
a. Checked individual clothing and equipment.		
b. Checked official identification attached to the remains.		
c. Checked footgear and headgear for any markings that may serve as clues to identification.		
d. Checked military equipment for identifying numbers.		
e. Checked personal effects.		
f. Established a tentative identification based on the personal effects.		
g. Completed blocks 6 through 9 of DD Form 1079.		
3. Completed DD Form 1076.	_____	_____
a. Placed personal effects found on the remains in a plastic bag and attached to the remains for interment.		
b. Sealed the plastic bag.		
c. Wrote, with indelible marker, the row and space number in the top right hand corner.		
4. Completed DD Form 894 (Record of ID Processing - Fingerprint Chart). (See task number 101-515-1644, Record Data on DD Form 894)	_____	_____
5. Placed the remains in a remains pouch, and/or wrap with shrouding material.	_____	_____
a. Removed one metal tag from the remains.		
b. Attached it to the outside of the remains pouch or shroud.		
6. Assigned the next available space number in row at the interment site.	_____	_____

Performance Measures

GO **NO GO**

7. Ensured completed forms in the case folder match believed to be of remains to which it was associated.

— —

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

AR 638-2
FM 10-64
JTTP 4-06

Related

Inter Remains
101-515-1613

Conditions: As a mortuary affairs specialist working at an established interment site given JTTP 4-06, FM 10-64, remains, shovel, completed search and recovery forms, tags, litter stands (one pair per remains), litter (One per remains), lensatic compass (one per team), GPS (If available), GPS Operation and Maintenance Guide, Fingerprint ID kit, personal effects bag (one per remains), human remains pouch (one per remains), field desk, 100 foot general purpose tape measure (One per interment site), metal interment tags (two per remains), interment processing tags (two per remains), personal protective equipment, 1 gallon germicidal liquid soap, disposable garbage bags for hazardous waste material, 1 each 20 lb. bag of lime, 1 gallon of cleaning disinfectant or bleach, DD Form 1079 (One per every 10 remains), DD Form 890 (one per remains), DD Form 894 (one per remains), and DD Form 1076 (one per remains).

Standards: Inter remains JTTP 4-06.

Performance Steps

1. Conduct interment of remains.
2. Assist in selecting a site for interment of remains.
 - a. Burial site selected should be on high ground with good drainage.
 - b. Avoid areas which have high water tables or that can flood easily.
 - c. Dig pilot holes to check for underlying rock formations and ease of digging.
 - d. Use separate interment sites for burial of US deceased.
 - e. Use separate interment sites for burial of allied deceased.
 - f. Use separate interment sites for burial of enemy deceased.
3. Open burial site.
 - a. Dig each row approximately 10 meters long, 2 meters deep, and as wide as the earth moving equipment blade (minimum of 2.5 feet), if available.

NOTE: The burial site may consist of any number of rows. Each row will hold 10 remains, head to foot, lengthwise.

- b. Ensure there are 2 meters between each additional row.

4. Process remains.
 - a. Receive remains.
 - b. Meet personnel delivering the remains.
 - c. Receive necessary documentation from personnel delivering the remains.
 - d. Verify the list as remains are off-loaded.
 - e. Sign for the remains.
 - f. Assign each remains an interment processing number.
 - g. Prepare two metal interment tags.
 - (1) Write or etch the processing number on each tag.
 - (2) Attach one tag to the remains.
 - (3) Attach the second tag to the burial shroud.
 - h. Prepare a case file folder for each remains.
 - (1) Label the file with the interment processing number, name, rank, SSN, and branch of service for each remains.
 - (2) Place all originating paperwork into this folder.
 - i. Prepare DD Form 1079 (Interment/Disinterment Register).
 - j. Complete DD Form 1076.
 - (1) Personal effects found on the remains will be placed in a plastic bag and attached to the remains for interment.
 - (2) Ensure that the plastic bag is sealed securely.

Performance Steps

- (3) Do not remove identification tags or ID card from remains. (These items are not personal effects)
 - k. Complete DD Form 894 by fingerprinting all printable fingers.
- NOTE: See Task # 101-515-1644 on Fingerprinting procedures.
- l. Place the remains into a remains pouch or shroud.
 - m. Assign the next available interment site row and space number on DD Form 1079, block 10a. and block 10b.
 - n. Enter the row and space number on the top right hand corner of DD Form 894 and DD Form 1076.
 - o. Place the remains in the assigned row and space, in a head to foot relationship to the other remains.
 - p. Place all completed forms in the case file folder.
5. Close the row(s).
- a. Refill the row when all burials have been completed within the row.
- NOTE: Use a bucket loader type vehicle to refill the row, if available.
- b. Do not drive over the rows until after the row has been refilled.
6. Mark the beginning and end of each row with a metal stake.
- a. Set row markers on the center-line at the beginning and ending of the row.
 - b. Place the row markers (stake(s)) so that they extend into the ground at least two feet, with an additional two feet remaining above ground.
 - c. Securely affix a row identification tag (metal tag) to each stake indicating the row number.
 - d. Use the Global Positioning System (GPS), if available, to determine the location of each row, and record this information on DD Form 1079.
 - e. Use a lensatic compass to determine the location of each row by intersection/resection with a military map, if GPS is not available (See FM 21-26).
 - f. Ensure proper row marker is placed on the proper row.
7. Hand carry all forms and records to the Joint Mortuary Affairs Office (JMAO) by special courier.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Conducted interment of remains.	_____	_____
2. Assisted in selecting a site for interment of remains.	_____	_____
a. Burial site selected was on high ground with good drainage.		
b. Avoided areas that had high water tables or that could flood easily.		
c. Dug pilot holes to check for underlying rock formations and ease of digging.		
d. Used separate interment sites for burial of US deceased.		
e. Used separate interment sites for burial of allied deceased.		
f. Used separate interment sites for burial of enemy deceased.		
3. Opened burial site.	_____	_____
a. Dug each row approximately 10 meters long, 2 meters deep, and as wide as the earth moving equipment blade (minimum of 2.5 feet), if available.		
b. Ensured there were 2 meters between each additional row.		
4. Processed remains.	_____	_____
a. Received remains.		
b. Met personnel delivering the remains.		
c. Received necessary documentation from personnel delivering the remains.		

Performance Measures

GO NO GO

- d. Verified the list as remains are off-loaded.
 - e. Signed for the remains.
 - f. Assigned each remains an interment processing number.
 - g. Prepared two metal interment tags.
 - (1) Wrote or etched the processing number on each tag.
 - (2) Attached one tag to the remains.
 - (3) Attached the second tag to the burial shroud.
 - h. Prepared a case file folder for each remains.
 - (1) Labeled the file with the interment processing number, name, rank, SSN, and branch of service for each remains.
 - (2) Placed all originating paperwork into this folder.
 - i. Prepared DD Form 1079 (Interment/Disinterment Register).
 - j. Completed DD Form 1076.
 - (1) Personal effects found on the remains were placed in a plastic bag and attached to the remains for interment.
 - (2) Ensured that the plastic bag was sealed securely.
 - (3) Did not remove identification tags or ID card from remains. (These items are not personal effects)
 - k. Completed DD Form 894 by fingerprinting all printable fingers.
 - l. Placed the remains into a remains pouch or shroud.
 - m. Assigned the next available interment site row and space number on DD Form 1079, block 10a. and block 10b.
 - n. Entered the row and space number on the top right hand corner of DD Form 894 and DD Form 1076.
 - o. Placed the remains in the assigned row and space, in a head to foot relationship to the other remains.
 - p. Placed all completed forms in the case file folder.
5. Closed the row(s). _____ _____
- a. Refilled the row when all burials had been completed within the row.
 - b. Did not drive over the rows after the row was refilled.
6. Marked the beginning and end of each row with a metal stake. _____ _____
- a. Placed the stake(s) so that they extended into the ground at least two feet, with an additional two feet remaining above ground.
 - b. Placed the row markers (stake(s)) so that they extended into the ground at least two feet, with an additional two feet remaining above ground.
 - c. Securely affix a row identification tag (metal tag) to each stake indicating the row number.
 - d. Used the Global Positioning System (GPS), if available, to determine the location of each row, and recorded this information on DD Form 1079.
 - e. Used a lensatic compass to determine the location of each row by intersection/resection with a military map, if GPS is not available (See FM 21-26).
 - f. Ensured proper row marker was placed on the proper row.
7. Hand carried all forms and records to the Joint Mortuary Affairs Office (JMAO) by special courier. _____ _____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

AR 638-2

FM 10-64

JTTP 4-06

TM 11-5825-291-13

Related

**Record Data on DD Form 1079 (Interment/Disinterment Register)
101-515-1615**

Conditions: As a mortuary affairs specialist working at an established interment site in a field environment given remains and effects, blank DD Form 1079 (one per 10 remains), FM 10-64, and JTTP 4-06.

Standards: Record data on DD Form 1079 IAW FM 10-64 and JTTP 4-06.

Performance Steps

1. Prepare DD Form 1079. Complete information at top of register.
 - a. Enter DATE OF REPORT.
 - b. Enter page numbers. (The OF PAGES entry is left blank until the last interment is made in the row.)
 - c. Enter NAME OF UNIT OPERATING INTERMENT/DISINTERMENT SITE (unit designation) in block 3.
 - d. Enter the LOCATION OF THE INTERMENT/DISINTERMENT SITE using grid coordinates and reference points in block 4.
2. Record information for each remains by using accompanying records and reports.
 - a. Enter PROCESSING NUMBER beginning with the number 1 for the first remains received and continue to number them in consecutive order in block 5.
 - b. Enter TENTATIVELY IDENTIFIED DECEDENT, GRADE, SSN, BRANCH OF SERVICE and ORGANIZATION of decedent, if known, in block 6. If any of this information is unknown, write UNK.
3. Enter UNIT DELIVERING REMAINS in block 7.
4. Enter DATE RECEIVED at the temporary interment site in block 8.
5. Enter the date when remains were interred at the interment site in block 9.
6. Record ROW and SPACE number for each remains in blocks 10a and b.
7. Ensure the NCOIC checks the entries on the register to verify accuracy.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin(s) or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Completed information at top of DD Form 1079.	—	—
a. Entered DATE OF REPORT.		
b. Entered page numbers. (The OF PAGES entry is left blank until the last interment is made in the row.)		
c. Entered NAME OF UNIT OPERATING INTERMENT/DISINTERMENT SITE (unit designation) in block 3.		
d. Entered the LOCATION OF THE INTERMENT/DISINTERMENT SITE using grid coordinates and reference points in block 4.		
2. Recorded information for each remains by using accompanying records and reports.	—	—

Performance Measures

GO **NO GO**

- | | | |
|--|---------------------------|---------------------------|
| <ul style="list-style-type: none"> a. Entered PROCESSING NUMBER beginning with the number 1 for the first remains received and continued to number them in consecutive order in block 5. b. Entered TENTATIVELY IDENTIFIED DECEDENT, GRADE, SSN, BRANCH OF SERVICE and ORGANIZATION of decedent, if known, in block 6. | <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> |
| 3. Entered UNIT DELIVERING REMAINS in block 7. | _____ | _____ |
| 4. Entered DATE RECEIVED at the temporary interment site in block 8. | _____ | _____ |
| 5. Entered the date when remains were interred at the interment site in block 9. | _____ | _____ |
| 6. Recorded ROW and SPACE number for each remains in blocks 10a and b. | _____ | _____ |
| 7. Ensured the NCOIC checked the entries on the register to verify accuracy. | _____ | _____ |

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 FM 10-64
 JTTP 4-06

Related

Disinter Remains

101-515-1617

Conditions: As a mortuary affairs specialist, in a field environment, given original interment records, interred remains, DD Forms (1075, 1076, and 1079), litter, litter stands, human remains pouch, GPS, if available, lensatic compass, personal effects bag, field desk, folding chair, a 100-meter general-purpose tape measure, generator, shovels, picks, military map of area, camera, records, reports, zip lock bags, screen sifter, wooden pegs, string and hammer, surgical protective mask, surgical gloves, surgical gown, outer garment cover for shoes, germicidal liquid soap, disposable garbage bags for hazardous material and waste, latrine screen, bag of lime, cleaning disinfectant and/or bleach, a notebook, pen, and JTTP 4-06.

Standards: Disinter remains IAW JTTP 4-06.

Performance Steps

1. Prepare for disinterment operations.
 - a. Determine the equipment and supplies needed for interment operations.
 - b. Provide your section chief with a list of equipment and supplies needed for disinterment of remains.
2. Disinter remains from an isolated interment site.
 - a. Obtain log book and DD Form 1079 from the original interment process.
 - b. Open the burial site. Excavate entire row by digging a wide, shallow trench over the bodies. Using a backhoe, when available, dig approximately one and one half feet deep and the remainder by hand so as not to mutilate the remains..
 - c. Excavate each remains separately after the trench has been dug.
 - (1) Start 2 feet to the outside of the first remains and dig down 5 feet.
 - (2) Dig towards the first remains and remove the first body. Remove the other remains in sequence.
 - (3) Dig in all directions if remains cannot be located. Dig until hardened condition of soil indicates that no burial was possible.
 - d. Check list of remains on DD Form 1079 for sequence of removal.
 - e. Check metal tag attached to the shroud for processing number, name, rank, SSN, branch of service.
 - f. Compare all names of remains against DD Form 1079.
 - g. Compare all names of remains against Interment Log.
3. Spray decomposing remains with disinfectant and deodorizer to facilitate handling, and insecticide to kill organisms associated with the decomposition process.
4. Remove remains from grave.
 - a. Lower the litter into the grave site.
 - b. Use necessary sanitation procedures in handling the remains.
 - c. Place remains onto the litter.
5. Remove remains from (battlefield) isolated interment site.
 - a. Carry the remains feet first.
 - b. Load remains onto vehicle.
 - c. Secure remains in such a manner that will prevent shifting during movement.
 - d. Screen the remains from plain view.
 - e. Guard remains to prevent pilferage.
6. Search grave and soil around remains for identifying effects and portions of remains.
 - a. Search the grave site to locate identifying media, personal effects, or portions of remains.

Performance Steps

- b. Sift soil when necessary to locate additional skeletal anatomy and personal effects.
 - c. Place bones in their anatomical position.
 - d. Check for missing bones and/or anatomical portions.
 - e. Check for additional/extra bones.
 - f. Place on the litter any additional items found with the remains.
 - g. Shroud remains.
7. Rehabilitate interment site and police area.
- a. Fill in empty row to conform to surrounding area.
 - b. Search the area for any foreign matter.
 - c. Restore the site to its original state.
8. Transport remains, personal effects, and records to a designated mortuary affairs facility.
- a. Deliver remains, effects and identifying media to a receiving clerk at the mortuary affairs facility.
 - b. Answer any questions, asked by the mortuary affairs facility personnel, concerning the disinterment of the remains.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared for disinterment operations.	_____	_____
a. Determined the equipment and supplies needed for interment operations.		
b. Provided section chief with a list of equipment and supplies needed for disinterment of remains.		
2. Disinterred remains from an isolated interment site.	_____	_____
a. Obtained log book and DD Form 1079 from original interment process.		
b. Opened the burial site. Excavated entire row by digging a wide, shallow trench over the bodies. Used a backhoe, when available, and dug approximately one and one half feet deep and the remainder by hand so as not to mutilate the remains.		
c. Excavated each remains separately after the trench was dug.		
(1) Started 2 feet to the outside of the first remains and dug down 5 feet.		
(2) Dug towards the first remains and removed the first body. Removed the other remains in sequence.		
(3) Dug in all directions when remains were not located. Dug until hardened conditions of the soil indicated that no burial was possible.		
d. Checked list of remains on DD Form 1079 for sequence of removal.		
e. Checked metal tag attached to the shroud for processing number, name, rank, SSN, branch of service.		
f. Compared all names of remains against DD Form 1079.		
g. Compared all names of remains against Interment Log.		
3. Sprayed decomposing remains with disinfectant and deodorizer to facilitate handling and insecticide to kill organisms associated with the decomposition process.	_____	_____
4. Removed remains from grave.	_____	_____
a. Lowered the litter into the grave site.		
b. Used necessary sanitation procedures in handling the remains.		
c. Placed remains onto the litter.		
5. Removed remains from (battlefield) isolated interment site.	_____	_____

Performance Measures	<u>GO</u>	<u>NO GO</u>
a. Carried the remains feet first.		
b. Loaded remains onto vehicle.		
c. Secured remains in such a manner that prevented shifting during movement.		
d. Screened the remains from view.		
e. Guarded remains to prevent pilferage.		
6. Searched grave and soil around remains for identifying effects and portions of remains.	—	—
a. Searched the grave site to locate identifying media, personal effects, or portions of remains.		
b. Sifted soil when it became necessary to locate additional skeletal anatomy and personal effects.		
c. Placed bones in their anatomical position to determine if complete remains was present.		
d. Checked for missing bones and/or anatomical portions.		
e. Checked for additional/extra bones.		
f. Placed on the litter any additional items found with the remains.		
g. Shrouded remains.		
7. Made final inspection of the disinterment site to ensure a complete recovery of all remains was made.	—	—
8. Rehabilitated interment site and policed area.	—	—
a. Filled in empty row to conform to surrounding area.		
b. Searched the area for any foreign matter.		
c. Restored the site to its original state.		
9. Transported remains, effects, and records to a designated mortuary affairs facility.	—	—
a. Delivered remains, effects and identifying media to a receiving clerk at the mortuary affairs facility.		
b. Answered any questions asked by the mortuary affairs facility personnel, concerning the disinterment of the remains.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 FM 10-64
 JTTP 4-06

Related
 AR 638-2
 FM 10-286

Prepare a Disinterment Case File
101-515-1705

Conditions: As a mortuary affairs specialist in a field environment (working at a disinterment site) given remains being disinterred, the interment case file for each remains being disinterred, a detailed photo-log of the disinterment operation, DD Forms 1075 and 1076, AR 638-2 and JTTP 4-06.

Standards: Prepare a disinterment case file IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Label case file folder with name, rank, SSN, Branch of Service, and evacuation number.
2. Place the following records in the disinterment case file folder.
 - a. Emergency War Burial Report (if available).
 - b. Unit incident report.
 - c. Photographs of each grave site.
 - d. Photographs of each remains.
 - e. Interment/Disinterment Record.
 - f. Interment tags (which were replaced with evacuation tags on remains and pouch).
 - g. Sketch of disinterment site.
 - h. Fingerprint chart, DD Form 894.
3. Prepare DD Form 1075 and place into case file folder (see task # 101-515-1609).
4. Check DD Form 1076 for accuracy and place into case file folder (see task # 101-515-1642).
5. Notify NCOIC immediately of any discrepancies and/or deliver case files to NCOIC.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin(s) or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Labeled case file folders.	—	—
2. Placed all documents in case file folder.	—	—
3. Prepared DD Form 1075 and placed into case file folder.	—	—
4. Checked DD Form 1076 for accuracy and placed into case file folder.	—	—
5. Notified NCOIC of discrepancies and/or delivered case files to NCOIC.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required	Related
AR 638-2	
FM 10-64	
JTTP 4-06	

**Ship Remains, Effects From a Disinterment Site
101-515-1706**

Conditions: As a mortuary affairs specialist in a field environment (working at a disinterment site) given JTTP 4-06, AR 638-2, disinterred remains, effects, records, personal protective equipment, tags, litter, litter stands, human remains pouch, personal effects bag, DD Forms (1075, 1076, and 1079), and all interment documents.

Standards: Ship remains and effects IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Prepare DD Form 1075 listing the name of each remains being shipped to the MACP for further processing.
 - a. Forward two copies with each shipment of remains.
 - b. Retain one copy until receipted copy is returned.
2. Match the number on the metal tag that was pinned to the outside of the human remains pouch/shroud to the number on the DD Form 1079.
3. Carry remains, personal effects, and records to a MACP for processing and further evacuation to a TMEP.
4. Rehabilitate disinterment site and rows.
 - a. Close all rows that have been opened.
 - b. Return land to original condition.
5. Report through command channels to the JMAO that all interment sites have been vacated and land restored to its original condition.

NOTE: If remains of deceased personnel from other nations are still buried there, maintain the site until custody of the site can be turned over to the appropriate government.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared DD Form 1075 listing the name of each remains shipped to the MACP for further processing. <ol style="list-style-type: none"> a. Forwarded two copies with each shipment of remains. b. Retained one copy until receipted copy was returned (appropriate government). 	—	—
2. Matched the number on the metal tag that was pinned to the outside of the human remains pouch/shroud to the number on the DD Form 1079.	—	—
3. Carried remains, personal effects, and records to a MACP for processing and further evacuation to a TMEP.	—	—
4. Rehabilitated disinterment site and rows. <ol style="list-style-type: none"> a. Closed all rows that had been opened. b. Returned land to original condition. 	—	—
5. Reported through command channels to the JMAO that all interment sites had been vacated and land restored to its original condition.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

AR 638-2
JTTP 4-06
USAEHA TG 195

Related

FM 10-286
FM 10-64

Subject Area 7: Mortuary

Prepare Mortuary Affairs Case File Records for Remains**101-515-1641**

Conditions: As a mortuary affairs specialist working in a fully equipped and operational mortuary given one case file folder for each remains, all applicable documents, AR 638-2, FM 10-286, and JTTP 4-06.

Standards: Prepare an individual mortuary case file IAW AR 638-2, FM 10-286, and JTTP 4-06.

Performance Steps

1. Label an original and duplicate case file folder with remains tentative identification, name, rank, SSN, seal number, and evacuation number.
2. Prepare an original and duplicate case file with all applicable documents:
 - a. Complete the following forms when no question exists of identity of remains and the remains are viewable, or viewable for identification purposes:
 - (1) DD Form 1076 or DA Form 54 (personal effects inventory), if none exists.
 - (2) HQ AER Form 600-11 (receipt for burial clothing), if required.
 - (3) SF Form 1080 (receipt for monies received), if required.
 - (4) DD Form 565 (Statement of Recognition of Deceased). See task #101-515-1643.
 - (5) DD Form 891 (Record of Identification Processing; Dental Chart). See task #101-515-1648.
 - (6) DD Form 893 (Record of Identification Processing; Anatomical Chart). See task #101-515-1647.
 - (7) DD Form 894 (Record of Identification Processing; Fingerprint Chart). See task #101-515-1644.
 - b. Complete the following forms when remains are non viewable:
 - (1) DA Form 2273-R (Statement of Identification).
 - (2) DD Form 565.
 - (3) DD Form 890 (Record of Identification Processing; Effects and Physical Data). See task #101-515-1646.
 - (4) DD Form 891.
 - (5) DD Form 892 (Record of Identification Processing; Skeletal Chart) or DD Form 893, as applicable.
 - (6) DD Form 894.
 - (7) DA Form 5520-R (Physical and Dental Comparison Chart).
 - c. Obtain the following forms from the soldier's records when remains are non viewable:
NOTE: These forms will aid in identification processing and should be added to case file.
 - (1) DD Form 369 (Police Records Check).
 - (2) FD Form 258 (FBI U.S. Department of Justice Fingerprint Card (Applicant)).
 - (3) Other fingerprint records.
 - (4) DD Form 2 (Active) (Armed Forces of the United States Geneva Convention Identification Card).
 - (5) Medical and dental records.
 - (6) Duplicate panorex if original is not available.
3. Check ALL original and duplicate case file documents (to include shipping documents) for conflicting information, omissions, and inaccuracies.
4. Place all documents in case file folder and submit (original and duplicate) case files to the mortuary NCOIC for review.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Labeled outside of original and duplicate file with tentative identification.	—	—
2. Prepared an original and duplicate case file.	—	—
3. Checked ALL documents for inaccuracies, omissions, and conflicting information.	—	—
4. Submitted original and duplicate case files to mortuary NCOIC for review.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
FM 10-286
JTTP 4-06

Related

Receive Remains, Effects and Records at a Mortuary
101-515-1631

Conditions: As a mortuary affairs specialist working at a fully equipped and operational mortuary in a theater of operations given JTTP 4-06, AR 638-2, remains, effects, records, personal effects bags, remains pouches, case files, mortuary log, DA Form 54-R, HQ AER Form 600-11, and SF Form 1080.

Standards: Receive remains, effects, and records at a mortuary IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Meet personnel delivering remains, effects, and records.
 - a. Obtain and verify remains listed on DD Form 1075, if available.
 - b. Sign DD Form 1075 after verification of remains, if available.
 - (1) Make a copy for internal use.
 - (2) Return the original signed copy to escort.
 - c. Assign case number.
 - d. Record information in deceased personnel log book.
 - e. Remove remains, effects, and records from transfer case / shipping container.

2. Initiate a case file and complete the following documents:

NOTE: Case file documents may vary depending on which mortuary you are assigned to. Complete all required documents in similar manner listed below.

- a. DA Form 54-R (inventory personal effects).
 - b. HQ AER Form 600-11 (receipt for burial clothing).
 - c. SF Form 1080 (receipt for monies received).
 - d. Identification tags (attach to remains).
 - e. Identification bracelet / leg band (attach to remains).
 - f. Check all documents for accuracy and notify NCOIC immediately of any discrepancies.
 - g. Place all accompanying documents in case file folder.
3. Prepare remains, effects, and records for movement to refrigeration unit or processing section as follows:
 - a. Check placement of remains and head block on rolling table.
 - b. Cover remains at all times (sheet or pouch) when not processing.
 - c. Secure effects in safe holding area and hand carry case files to NCOIC.
 4. Move remains to the processing area (or to a refrigerated holding area).
 - a. Request assistance moving remains.
 - b. Annotate case file with refrigeration unit number if processing is delayed.
 - c. Move remains to processing area.
 - d. Give the case folder to the processing section personnel.
 5. Prepare receiving section for next delivery as follows:
 - a. Clean and sanitize transfer case / shipping container.
 - b. Clean and sanitize receiving area.
 - c. Clean and sanitize self.
 - d. Stage all equipment, material, and documents for next delivery.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used for training purposes. The soldier should treat the mannequin as though it were an actual casualty.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Met delivery personnel, verified receipt, assigned case number, made log entry, and removed remains from shipping container.	—	—
2. Initiated case file, included accompanying documents, and notified NCOIC of any discrepancies.	—	—
3. Prepared remains, effects, and records for movement.	—	—
4. Moved remains, effects, and records to processing section / refrigeration unit.	—	—
5. Prepared receiving area for next delivery.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related
FM 10-64

Process Remains, Effects and Records at a Mortuary
101-515-1632

Conditions: As a mortuary affairs specialist working in the processing section of a fully equipped and operational mortuary given JTTP 4-06, AR 638-2, remains, effects, and records.

Standards: Process remains, effects and records at a mortuary IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Assist pathologist with autopsies:
 - a. Set up room, and position remains.
 - b. Assist forensic photographer.
 - c. Suture autopsy incisions and lacerations.
 - d. Shave, wash, and dry remains.
2. Assist mortuary officer with the embalming of remains.
 - a. Wash remains prior to embalming.
 - b. Place remains on the embalming table.
 - c. Ready the embalming fluids.
 - d. Suture remains after they have been embalmed.
 - e. Wash remains after embalming (including hair and fingernails).

3. Wrap embalmed, viewable remains.

NOTE: Depending on the situation, viewable remains may require special processing, cosmetics, casketing, dressing in uniform, and shipment directly to a contracted civilian funeral home. Techniques may vary depending on which mortuary you are assigned to.

- a. Pack all body orifices with cotton.
 - b. Secure a diaper on the remains.
 - c. Cover female breasts with cotton.
 - d. Apply massage cream to hands and face.
 - e. Place cotton around hands and wrap with cream.
 - f. Place cotton around head and loosely wrap with gauze.
 - g. Secure PE bag to wrist if PE accompanies remains.
 - h. Place head block under the head of remains.
 - i. Secure ID tags around the neck or chest.
 - j. Wrap remains in sheet and secure with safety pins.
 - k. Secure paper tag with last name of remains to chest of remains.
 - l. Place remains in plastic bag and secure the bag with tape.
 - m. Prepare an area on the transfer case for the customs seal.
4. Wrap embalmed, non-viewable remains.
 - a. Prepare a dressing table.
 - (1) Place a U.S. Government blanket on the table.
 - (2) Place a sheet on top of the blanket.
 - (3) Place four long gauze strips on top of the sheet, perpendicular to table.
 - (4) Place a plastic sheeting over the gauze strips.
 - (5) Place a layer of cotton over the plastic sheeting.
 - (6) Cover the cotton with hardening compound.
 - b. Place the remains on the hardening compound on the dressing table.
 - c. Cover the remains with the hardening compound.
 - d. Cover the remains with cotton.
 - e. Wrap the remains with plastic sheeting and secure with gauze strips.
 - f. Wrap the remains with a sheet and secure with safety pins.
 - g. Secure paper tag lettered with the remains' last name to the chest of remains.
 - h. Wrap remains with blanket and secure with safety pins.

Performance Steps

- i. Secure ID tag to outside of blanket.
 - j. Place remains in plastic bag and secure it with tape.
 - k. Prepare an area for the customs seal.
5. Check accuracy of all inventory documents and security of all effects.
 6. Check accuracy of case files and hand carry records to mortuary operations section NCOIC.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Assisted pathologist with set up, autopsies, and forensic photographer.	—	—
2. Assisted mortuary officer with embalming process.	—	—
3. Wrapped viewable and/or non-viewable remains.	—	—
4. Checked accuracy of inventories and security of effects.	—	—
5. Checked accuracy of case files and hand carried records to operations NCOIC.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 JTTP 4-06

Related

**Record Data on DD Form 893 (Record of Identification Processing-Anatomical Chart)
101-515-1647**

Conditions: As a mortuary affairs specialist working in the processing section of a collection point (operating in a field environment) given a blank DD Form 893 (Record of Identification Processing - Anatomical Chart), flesh covered or semi-skeletal remains, litter with stands, personal protective equipment, pen or pencil, FM 10-64, and FM 10-286.

Standards: Record data on DD Form 893 IAW FM 10-286 and FM 10-64.

Performance Steps

1. Record data on DD Form 893.

a. Enter the name of deceased.

NOTE: If information is unknown enter "Unidentified."

b. Enter GRADE or Rank and SOCIAL SECURITY NUMBER or Service Number.

NOTE: Enter "Not Determined" if unknown.

c. Enter EVACUATION NUMBER or SEARCH and RECOVERY Number.

d. Enter NA in the PLOT, ROW and GRAVE blocks.

e. Enter ESTIMATED AGE of the remains as determined from the identification media with the remains and visual inspection.

NOTE: If age is not determined write "Undetermined" in the block.

f. Enter ESTIMATED HEIGHT of REMAINS in the appropriate block.

2. Check remains and record identifying marks.

a. Record all tattoos, scars, deformities, wounds and injuries in the exact corresponding location on the anatomical chart blocks.

(1) Give brief descriptions of the item in the area surrounding the body diagram.

(2) Draw a straight line from the description to the item on the body diagram.

b. Record broken bones by drawing a crosshatched bar at the location of the break.

NOTE: Include any exposed bone or tissue destruction in the item description all scars, tattoos, wounds, deformities, and/or unusual features, traumatic amputation(s), broken or crushed.

c. Record any missing limbs or portions by blacking out the exact corresponding location in the anatomical chart blocks.

NOTE: Annotate whether missing portions were a result of either traumatic or surgical amputation.

d. Record crushed or abraded areas by crosshatching and countercrosshatching (crossing parallel diagonal lines) the involved areas on the chart. Write in the word "crushed" or "abraded."

e. Record burns by crosshatching (parallel diagonal lines) the involved areas on the chart and write in the degree of burn.

NOTE: Indicate the condition of the remains by marking the appropriate blocks. More than one condition may be marked (e.g. intact, flesh covered and 2d degree burns). Example - 1st degree burn - reddening of the skin; 2nd degree burn - blistering of the skin; 3rd degree burn - destruction of skin and tissue.

f. Examine both the anterior and posterior sides.

3. Record information obtained during the processing of the remains in REMARKS block.

a. If known, enter the race of the remains.

b. Color of hair.

c. Markings on clothing.

d. Location of ID tags, if found.

e. Method of obtaining height.

4. Print or type name, grade, and title of person preparing form in applicable block.

5. Ensure preparing official signs in the appropriate block.

Evaluation Preparation: Use a predetermined site and provide the soldier with all the required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual remains.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Recorded data on DD Form 893.	_____	_____
a. Entered the name of deceased or "unidentified".		
b. Entered GRADE or Rank and SOCIAL SECURITY NUMBER or SERVICE NUMBER or "not determined".		
c. Entered EVACUATION NUMBER or SEARCH and RECOVERY NUMBER of the remains.		
d. Entered NA in the PLOT, ROW and GRAVE blocks.		
e. Entered ESTIMATED AGE of the remains as determined from the identification media with the remains.		
f. Entered ESTIMATED HEIGHT of REMAINS as obtained by table measurement.		
2. Checked remains and recorded identifying marks.	_____	_____
a. Recorded such identifying media as tattoos, scars, deformities, wounds and injuries in the exact corresponding location in the anatomical chart blocks.		
(1) Gave brief descriptions of the item in the area surrounding the body diagram.		
(2) Drew a straight line from the description to the item on the body diagram.		
b. Recorded broken bones by drawing a crosshatched bar at the location of the break.		
c. Recorded any missing limbs or portions by blacking out the exact corresponding location in the anatomical chart blocks.		
d. Recorded crushed or abraded areas by crosshatching and countercrosshatching (crossing parallel diagonal lines) the involved areas on the chart. Write in the word "crushed" or "abraded."		
e. Recorded burns by crosshatching (parallel diagonal lines) the involved areas on the chart and wrote in the degree of burn.		
f. Examined both the anterior and posterior sides.		
3. Recorded information obtained during the processing of the remains in REMARKS block.	_____	_____
a. Entered the race of the remains, if known.		
b. Color of hair.		
c. Markings on clothing.		
d. Location of ID tags, if found.		
e. Method of obtaining height.		
4. Printed or typed name, grade, and title of person preparing form in applicable block.	_____	_____
5. Signed in the appropriate block.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 FM 10-286
 FM 10-64

Related

Record Data on DD Form 891 (Record of Identification Processing - Dental Chart)

101-515-1648

Conditions: As a mortuary affairs specialist working in either a mortuary or theater mortuary evacuation point given FM 10-286, remains, dental brush, dental mirror, and a blank DD Form 891.

Standards: Record data on DD Form 891 IAW FM 10-286.

Performance Steps

1. Remove foreign matter from the teeth of remains.
 - a. Adhere to sanitary measures.
 - b. Use a dental brush (stiff bristle) and a dental mirror to clean the tooth surfaces.
 - c. Clean all surfaces so that dental features can be clearly defined.
2. Complete data on DD Form 891.
 - a. Enter name, rank and social security number in the appropriate blocks. If this information is unknown, enter "Unidentified".
 - b. Enter the evacuation number of the remains in the appropriate block.
 - c. Enter N/A in the blocks for Plot, Row and Grave.
3. Record caries on dental chart.
 - a. Determine which surfaces of teeth have caries.
 - b. Record position of caries on the appropriate teeth.
 - c. Use abbreviation(s) for each tooth surface, and record the position of the caries in the CARIES blocks.
4. Shade in the restored areas of the teeth on the dental chart.
 - a. Determine which surfaces of the teeth have restorative material.
 - b. Annotate location of restorations (facial, occlusal, distal, lingual, mesial).
 - c. Determine type of restorative material used (Amalgam, Porcelain, Silicate Cement, Plastic, gutta-percha, Steel, Temporary Stopping, Zinc Phosphate, Copper Phosphate, Zinc Oxide, Aluminum Crown, Gold, Gold Alloy Solder, Gold Foil, Wrought Iron, Gold Plate, Enamel, etc.).
 - d. Shade in, on the chart, tooth areas covered by restorative material.
 - e. Use abbreviations for each tooth surface, and record the position of the restorations in the RESTORATIONS blocks.
 - f. Record in the correct blocks the abbreviations for the type of restorations made (for example, "gold cr" for gold crown).
5. Mark missing teeth in the correct blocks.
 - a. Enter an X on the appropriate number for teeth that are missing.
 - b. Enter PX on surface of the appropriate tooth on the chart if the tooth is posthumously missing.
6. Record condition of teeth in conditions blocks at the bottom of the form by placing an "X" in the appropriate block to indicate any unusual tooth condition.
7. Complete recording information on reverse side of DD Form 891.

Evaluation Preparation: Use a predetermined site and provide the soldier with all the required materials and equipment. Tell the soldier that a dental model will be used in place of a deceased soldier for training purposes. The soldier should treat the denture model as though it were an actual remains.

Performance Measures

- | | <u>GO</u> | <u>NO GO</u> |
|--|-----------|--------------|
| 1. Removed foreign matter from the teeth of remains. | — | — |
| a. Adhered to sanitary measures. | | |

Performance Measures	<u>GO</u>	<u>NO GO</u>
b. Used a dental brush (stiff bristle) and a dental mirror to clean the tooth surfaces.		
c. Cleaned all surfaces so that dental features could be clearly defined.		
2. Completed data on DD Form 891.	—	—
a. Entered name, rank and social security number in the appropriate blocks. If this information was unknown, entered "Unidentified".		
b. Entered the evacuation number of the remains in the appropriate block.		
c. Entered N/A in the blocks for Plot, Row and Grave.		
3. Recorded caries on dental chart.	—	—
a. Determined which surfaces of teeth had caries.		
b. Recorded position of caries on the appropriate teeth.		
c. Used abbreviation(s) for each tooth surface, and recorded the position of the caries in the CARIES blocks.		
4. Shaded in the restored areas of the teeth on the dental chart.	—	—
a. Determined which surfaces of the teeth had restorative material.		
b. Annotated location of restorations (facial, occlusal, distal, lingual, mesial).		
c. Determined type of restorative material used (Amalgam, Porcelain, Silicate cement, Plastic, gutta-percha, Steel, Temporary stopping, Zinc Phosphate, Copper Phosphate, Zinc Oxide, Aluminum Crown, Gold, Gold Alloy Solder, Gold Foil, Wrought Iron, Gold Plate, Enamel, etc.,).		
d. Shaded in, on the chart, tooth areas covered by restorative material.		
e. Used abbreviations for each tooth surface, and recorded the position of the restorations in the RESTORATIONS blocks.		
f. Recorded in the correct blocks the abbreviations for the type of restorations made (for example, "gold cr" for gold crown).		
5. Marked missing teeth in the correct blocks.	—	—
a. Entered an X on the appropriate number for teeth that were missing.		
b. Entered PX on surface of the appropriate tooth on the chart if the tooth was posthumously missing.		
6. Recorded condition of teeth in condition blocks at the bottom of the form by placing an "X" in the appropriate block to indicate any unusual tooth condition.	—	—
7. Completed recording information on reverse side of DD Form 891.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 10-286

Related

Record Data on DD Form 892 (Record of Identification Processing - Skeletal Chart)
101-515-1649

Conditions: As a mortuary affairs specialist working in either a mortuary or a theater mortuary evacuation point given FM 10-286, skeletal remains, litter, litter stands, processing table, and a blank DD Form 892.

Standards: Record data on DD Form 892 IAW FM 10-286.

Performance Steps

1. Arrange skeletal remains in anatomical position.
 NOTE: Anatomical position means the skeleton should be laying face up, arms at side, palms facing upward.
2. Remove foreign matter from the bones.
 - a. Inspect bones for dirt, mud, and flesh.
 - b. Clean dirt, mud, and flesh from bones.
3. Complete upper left portion of DD Form 892 (Record of Identification Processing - Skeletal Chart).
 - a. Enter name of deceased, enter "Unidentified" if unknown.
 - b. Enter GRADE and SSN, enter "Not Determined" if unknown.
 - c. Enter designation of unit completing the form.
 - d. Enter age of remains as estimated by the anthropologist.
4. Record missing, shattered, burned, or fractured bones on the skeletal outline.
 - a. Indicate on the diagram those bones that are missing, burned, fractured, or shattered, as determined by the anthropologist.
 - b. Use symbols shown at the bottom of the chart.
5. Place DD Form 892 in the remains case file folder.

Evaluation Preparation: Use a predetermined site and provide the soldier with all the required materials and equipment. Tell the soldier that the skeletal remains will be used in place of a deceased soldier for training purposes. The soldier should treat the skeletal remains as though it were an actual remains.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Arranged skeletal remains in the correct anatomical position.	—	—
2. Removed foreign matter from the bones.	—	—
3. Completed upper left portion of DD Form 892.	—	—
a. Entered name of the deceased, entered "Unidentified" if unknown..		
b. Entered GRADE and SSN, entered "Not Determined" if unknown..		
c. Entered designation of unit completing the form.		
d. Entered age of remains as estimated by the anthropologist.		
4. Recorded missing, shattered, burned, or fractured bones on the skeletal outline on DD Form 892.	—	—
a. Indicated on the diagram those bones that were missing, burned, fractured, or shattered, as determined by the anthropologist .		
b. Used symbols shown at the bottom of chart.		
5. Placed DD Form 892 in the remains case file folder.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 10-286

Related

Ship Remains, Effects, and Records from a Mortuary
101-515-1638

Conditions: As a mortuary affairs specialist working in the shipping section of a fully equipped and operational mortuary given JTTP 4-06, AR 638-2, remains, effects, and records.

Standards: Ship remains, effects, and records IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Receive remains from the processing area.
 - a. Obtain all paperwork and shipping labels from the administrative section for remains to be shipped.
 - b. Compare name on records with name of remains before wrapping.
2. Shroud remains.
3. Prepare transfer case used for evacuation.
 - a. Clean transfer case.
 - b. Check for serviceability to ensure all latches are in working order.
 - c. Verify that tie-down straps are inside transfer case and in good working order.
 - d. Verify that head-rest is present.
 - e. Ensure that the transfer case is numerically stenciled.
4. Review case file for accuracy.
5. Fasten remains securely in transfer case.
6. Place case file documents in the shipping container.
 - a. Seal documents in a zip-lock bag.
 - b. Secure documents to the remains in the transfer case.
7. Place activated desiccant inside the shipping container.
8. Close transfer case and place seals and shipping labels on the shipping container.
9. Provide administrative section personnel with transfer case number.
10. Coordinate with Air Mobility Command (AMC) transportation personnel for required documentation.
11. Load shipping containers.
 - a. Identify containers to be loaded for transporting.
 - b. Handle remains in a reverent manner.
12. Obtain signature from the MAC handling representative on DD Form 1907 transferring custody of remains.
 - a. Obtain a copy of DD Form 1907.
 - b. Provide a copy of DD Form 1907 to the Administrative Section for dispatching of the joint message form.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

1. Received remains from the processing area.

GO **NO GO**

Performance Measures	<u>GO</u>	<u>NO GO</u>
a. Obtained all the paperwork and shipping labels from the administrative section for remains to be shipped.		
b. Compared name on records with name of remains before wrapping.		
2. Shrouded remains.	—	—
3. Prepared transfer case used for evacuation.	—	—
a. Cleaned transfer case.		
b. Checked for serviceability to ensure all latches were in working order.		
c. Verified that tie-down straps were inside transfer case and in good working order.		
d. Verified that head-rest was present.		
e. Ensured that the transfer case was numerically stenciled.		
4. Reviewed case file for accuracy.	—	—
5. Fastened remains securely in transfer case.	—	—
6. Placed case file documents in the shipping container.	—	—
a. Sealed documents in a zip-lock bag.		
b. Secured documents to the remains in the transfer case.		
7. Placed activated desiccant inside the shipping container.	—	—
8. Closed transfer case and placed seals and shipping labels on the shipping container.	—	—
9. Provided administrative section personnel with transfer case number.	—	—
10. Coordinated with AMC transportation personnel for required documentation.	—	—
11. Loaded shipping containers.	—	—
a. Identified containers to be loaded for transporting.		
b. Handled remains in a reverent manner.		
12. Obtained signature from the MAC handling representative on DD Form 1907 transferring custody of remains.	—	—
a. Obtained a copy of DD Form 1907.		
b. Provided a copy of DD Form 1907 to the Administrative Section for dispatching of the joint message form.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required	Related
AR 638-2	FM 55-1
DOD 4500.32-R	FM 55-10
DOD 4500.32-R VOL 1	FM 55-15
DOD 4500.32-R, VOL 2	FM 55-17
DOD REG 4500.32-R	FM 55-20
JTTP 4-06	FM 55-204
USAEHA TG 195	FM 55-21
USAF 463L	FM 55-3
	FM 55-30
	FM 55-450-2
	FM 55-60
	FM 55-65

**References
Required**

Related
FM 55-80
FM 55-9

Skill Level 2

Subject Area 1: Search and Recovery

Direct Search for Remains

101-515-2103

Conditions: You are the team leader of a search and recovery team. Your immediate supervisor has instructed you to search for and locate remains. Combat elements moved out of the area before they could recover their dead. Given: maps, protractors, compass, Global Positioning System (GPS), if available, human remains pouch, tags, wooden pegs, pin flags and hammer.

Standards: Organize and direct team to search for remains; determine the type of search and recovery mission; determine search methods to use; brief personnel on type of mission; determine magnetic azimuth of the designated point (recovery mission); move personnel to recovery area; and conduct search for remains according to JTTP 4-06.

Performance Steps

1. Obtain preparatory information from casualty and intelligence reports.
 - a. Extract grid coordinates of recovery site.
 - b. Extract number of casualties and type of casualties.
2. Review search area on map.
 - a. Determine the proper map to use for the particular mission.
 - b. Determine terrain condition of recovery site.
 - (1) Determine whether the area is mountainous, swampy, or densely forested.
 - (2) Coordinate with the S2/S3 to determine if there are booby traps, mine fields, or chemically or biologically contaminated areas.
 - c. Look for routes that provide cover and concealment.
 - d. Consider the tactical situation, mission, enemy, terrain, troops, and time available.
 - e. Base your estimate about the enemy on current intelligence in the vicinity of the recovery area.
 - f. Select the route that allows you to accomplish your mission on time.
 - g. Select an alternative route in case you are forced to change your primary route.
3. Determine type of recovery to be made: for example, aircraft, vehicle, tank, fighting position, or water.
 - a. Check the area for mines and booby traps.
 - b. Check to see if the area is densely forested.
 - c. Organize search team.
 - d. Brief team(s) on the places to search.
 - e. Ensure that team searches all areas where remains might be found.
 - f. Request personnel that are needed.
 - g. Determine what equipment the specialized personnel will need.
 - h. Request that personnel bring their own equipment or request equipment that is needed.
4. Request specialized personnel.
 - a. Explosive Ordnance Detachment (EOD) to check the area for mines and booby traps.
 - b. Scuba Divers, to check for and make underwater recoveries.
 - c. Crane operators to move heavy objects.
 - d. Friendly forces to provide security.
5. Brief personnel on mission.
 - a. Brief team leader(s) and the security team about the area to be searched.
 - b. Assign an area and duties to each person.

Performance Steps

- c. Furnish the necessary map of area where remains are located.
 - d. Give the exact information, if available, on the remains to be recovered.
6. Determine the equipment and type of supplies needed for the recovery.
- a. Ensure that quantity of equipment and supplies required to support the search and recovery mission is obtained.
 - b. Ensure there is one human remains pouch for each remains.
 - c. Ensure there is one litter to transport each remains from the recovery site.
 - d. Ensure there is one personal effects bags for each remains.
 - e. Ensure there is a sufficient quantity of wooden pegs on hand to mark location of each remains.
 - f. Check to ensure the following forms are on hand and in sufficient quantities:
 - (1) DD Form 567(Record of Search and Recovery) for each remains recovered..
 - (2) DD Form 1074 (Local Inhabitants Questionnaire) to record data on when civilians are living in the immediate search area.
 - g. Obtain sketch and overlay paper.
7. Request transportation for team, equipment, and remains.
- a. Determine amount and type of transportation available.
 - b. Prepare Unit Load Plan.
 - c. Checks vehicle load plans.

NOTE: You must plan for and ensure that all safety requirements and correct cargo loading procedures are followed.

- (1) Equipment to accompany troops.
- (2) Weight, cube, and cargo compatibility.
- (3) Placement of cargo.
- (4) Method of securing equipment.
 - (a) Packing.
 - (b) Tie down of equipment.
- (5) Weatherproofing of cargo (as required).
- (6) Ensure load plan is documented.

8. Conduct a predeployment inspection.
- a. Develop an inspection checklist (Include all items that will be inspected).
 - b. Brief personnel on the mission.
 - (1) Inform soldiers of what will be inspected.
 - (2) Where the inspection will be held.
 - (3) When the inspection will take place.
 - (4) Who will do the inspecting.
 - (5) Why the inspection is being performed.
 - c. Make sure personal equipment is accounted for.
 - d. Make sure organizational and personal equipment are serviceable, and check for rips, tears, missing handles, broken handles, broken zippers, mildew, bloodstained, cracks, chips, rust, condition of paint, maintenance of equipment and records, and that it functions properly.
 - e. Safeguard special equipment to ensure its functional during the mission.

NOTE: Inspections and supervision of personnel and equipment before the operation will reduce the probabilities of compromise or failure.

- f. Notate deficiencies and set a suspense for corrections.

NOTE: Any shortcomings found in personnel or equipment will be corrected before the operation begins

- g. Load equipment and supplies in vehicle(s).
 - (1) Load items of equipment by size and weight when possible.
 - (2) Place large and heavy items to the front.
 - (3) Place small and light items to the rear of the cargo compartment.
 - (4) Secure equipment and supplies with tie down straps and braces when required.

9. Move to the recovery site.

Performance Steps

- a. Use a lensatic compass/GPS and military map to establish the method of movement to the recovery site.
- b. Determine best route to the recovery site.
- c. Move personnel to the recovery site.

10. Organize security search team.

- a. Deploy security teams.
 - (1) Ensure security team reconnoiters the search area.
 - (2) Post security teams, as situation requires.
 - (3) Enter search area only after friendly forces (security team) has secured the area.
- b. Establish an observation post at the best location.

11. Determine search methods to use.

- a. Divide personnel into search teams.
 - (1) Open formation.

NOTE: Use the open skirmish search in open areas or areas with sparse vegetation where the visibility is good; the area to search is large and the terrain is moderate; or in areas in which one or two remains have been reported; or when there is an initial investigation of a crash site, to determine the boundaries of the site and distribution of the wreckage. Place team members side by side at a "double arm" interval, ensuring they keep in sight of each other.

- (2) Closed formation.

NOTE: Use the closed formation in regions where many remains are expected to be recovered, in triple canopy jungle, or heavily wooded areas with undergrowth. Place the team members within arms reach of each other (close interval).

- b. Brief teams on places to search.
- c. Search all areas where remains might be located.
- d. Use colored pin flags (or wooden markers) to mark artifacts, wreckage, ordnance, and remains.

NOTE: The placement of pin flags gives a visual display of the site distribution.

- e. Use a metal detector search for locating metallic objects prior to and during the actual search operations.
- f. Use a metal rod to conduct a probe search to check the condition of the soil below the ground surface.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual remains.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Obtained preparatory information from casualty and intelligence reports.	_____	_____
a. Extracted grid coordinates of recovery site.		
b. Extracted number and type of casualties.		
2. Reviewed search area on map.	_____	_____
a. Determined the proper map to use for the particular mission.		
b. Determined terrain condition of recovery site.		
c. Selected a route.		
d. Examined the map for alternate routes that were available.		
e. Looked for routes that provided cover and concealment.		
f. Considered the tactical situation, mission, enemy, terrain, troops, and time available.		
g. Based estimate about the enemy on current intelligence in the vicinity of the recovery area.		
h. Selected the route that allowed timely mission accomplishment.		
i. Selected an alternative route as back up plan.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
3. Determined type of recovery to be made.	—	—
a. Checked the area for mines and booby traps.		
b. Checked to see if the area was densely forested.		
c. Organized search team.		
d. Briefed team(s) on the places to search.		
e. Ensured teams searched all areas where remains might have been found.		
f. Requested personnel that are needed.		
g. Determined what equipment the specialized personnel would need.		
h. Requested that personnel bring their own equipment or requested equipment that was needed.		
4. Requested specialized personnel.	—	—
5. Briefed personnel on mission.	—	—
a. Briefed team leader(s) and the security team about the area to be searched.		
b. Assigned an area and duties to each person.		
c. Furnished the map of area where remains were located.		
d. Gave the exact information, if available, on the remains to be recovered.		
6. Determined the equipment and type of supplies needed for the recovery.	—	—
a. Ensured that quantity of equipment and supplies required to support the search and recovery mission was obtained.		
b. Ensured there was one human remains pouch for each remains.		
c. Ensured there was one litter to transport each remains from the recovery site.		
d. Ensured there was one personal effects bag for each remains.		
e. Ensured there was a sufficient quantity of wooden pegs to mark location of each remains.		
f. Ensured the DD Forms 567 and 1074 were on hand and in sufficient quantities:		
g. Obtained sketch and overlay paper.		
7. Requested transportation for team, equipment and remains.	—	—
a. Determined amount and type of transportation available.		
b. Prepared Unit Load Plan.		
c. Checked vehicle load plans.		
8. Conducted a predeployment inspection.	—	—
a. Developed an inspection checklist (Included all items that will be inspected).		
b. Briefed personnel on the mission.		
c. Ensured personal equipment was accounted for.		
d. Ensured organizational and personal equipment were serviceable.		
e. Safeguarded special equipment to ensure its functionality during the mission.		
f. Notated deficiencies and set a suspense for their correction.		
g. Loaded equipment and supplies in vehicle(s).		
9. Moved to the recovery site.	—	—
a. Used a lensatic compass/GPS and military map to plan the method of movement to the recovery site.		
b. Determined best route to the recovery site.		
c. Moved personnel to the recovery site.		
10. Organized security search team.	—	—
a. Deployed security teams.		
(1) Ensured security team reconnoitered the search area.		
(2) Posted security teams, as situation required.		

Performance Measures

GO NO GO

- (3) Entered search area only after friendly forces (security team) had secured the area.
- b. Established an observation post at the best location.

11. Determined search methods to use.

____ ____

- a. Divided personnel into search teams.
- b. Briefed teams on places to search.
- c. Searched all areas where remains might have been located.
- d. Used colored pin flags (or wooden marker) to mark artifacts, wreckage, ordnance, and remains.
- e. Used a metal detector search for locating metallic objects prior to and during the actual search operation.
- f. Used a metal rod to conduct a probe search to check the condition of the soil below the ground surface.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related

Direct Recovery of Remains

101-515-2104

Conditions: You are the team leader of a search and recovery team. As the NCO in charge, you have been instructed to recover and evacuate remains that were located by your team. Given military map, compass, global positioning system (GPS), protractor, human remains pouches, litters, completed DD Form 567, TOE and TDA equipment.

Standards: Direct recovery operations to include verification of DD Form 567, recovery of all personal effects and remains, and preparation of remains for evacuation according to FM 10-64 and JTTP 4-06.

Performance Steps

1. Direct the recovery operations.
 - a. Pinpoint the recovery site location on the map.
 - b. Ensure personnel place remains in a human remains pouch or other suitable shrouding material.
 - c. Ensure personnel tag each remains with a recovery number and an evacuation number.
 - d. Ensure medic attaches a DD Form 1380 to each remains, if medical personnel are available.
 - e. Ensure personnel place all personal effects found on, under and around the remains into a personal effects bag and secure to the remains.
 - f. Ensure personnel prepare a sketch of the recovery site showing the exact location and indicating the relative position of the remains to each other for a group recovery.
 - g. Ensure personnel prepare DD Form 567.
 - h. Ensure personnel mark the recovery site with stakes or other suitable items showing where remains, portions, or personal effects were found.
2. Ensure that all identifying media are recovered.
3. Direct recovery of multiple remains.
 - a. Ensure a multiple remains recovery site sketch is prepared.
 - (1) Orient sketch to the recovery site by annotating magnetic north on the sketch.
 - (2) Determine grid coordinates.
 - (3) Mark location where intact remains are found by recording an "R" followed by the recovery number.
 - (4) Mark the location where intact portions are found by recording the assigned "P" number.
 - (5) Mark the location where personal effects are found by recording the assigned "E" number for unassociated personal effects.
 - (6) Record reference points such as roads, buildings, or other easily recognizable objects.
 - (7) Prepare an information box on the bottom of sketch.
 - b. Check recovery site again after 24 hours to ensure additional remains, portions, or personal effects will be found and recovered.
 - c. Recover remains from aircraft crash.
 - (1) Prepare a crash site recovery sketch.
 - (2) Record the direction of impact.
 - (3) Record the location of any major portion or section of the aircraft.
 - (4) Record the exact location of remains.
 - (5) Record the tail number and type of aircraft in the information box.
 - (6) Photograph the recovery area showing the relationship of remains and portions to each other and the wreckage.
 - d. Recover remains under non-hostile conditions.
 - (1) Develop a grid system for the area to be searched.
 - (2) Mark the corners of each grid so that each grid square is recognizable.
 - (3) Mark each section with twine or suitable material.

Performance Steps

- (4) Assign a grid designator consisting of a letter and number to each grid starting with the lower left corner.
 - (5) Search each grid thoroughly for remains, unassociated portions, and loose personal effects.
 - (6) Mark each area where remains, portions, and personal effects are found with stakes or other suitable material.
 - (7) Tag each remains, portions, and unassociated personal effects in the same manner.
 - (8) Photograph each grid square showing the relationship of remains and portions to each other.
 - (9) Prepare a grid recovery sketch for each grid.
 - (10) Prepare a map overlay for the area being searched.
 - (11) Recover and place remains in a human remains pouch.
 - (12) Recover portions and place in a human remains pouch.
 - (13) Recover personal effects and place them in appropriate clear plastic bags.
4. Ensure the remains are prepared for evacuation.
- a. Ensure the personal effects are protected from body fluids.
 - b. Ensure head of remains is wrapped with a gauze to prevent the loss of teeth.
 - c. Lay remains shoulder to shoulder to await transportation.
 - (1) Screen remains.
 - (2) Post guards to keep unauthorized persons away.
 - d. Transport remains, portions, and personal effects in most expedient manner to prevent loss of identification media.
5. Direct the evacuation of remains to the nearest mortuary affairs collection point.
- a. Ensure personnel carry remains feet first.
 - b. Ensure personnel maintain an attitude of reverence and respect while loading remains.
 - c. Ensure personnel load remains on vehicles and rotary-wing aircraft feet first.
 - d. Ensure personnel load remains on fixed-wing aircraft head first.
 - e. Ensure personnel place remains in such a manner that will prevent stacking.
 - f. Ensure personnel secure remains in a manner that will prevent shifting during movement.
 - g. Assign a team member to accompany the remains and personal effects during evacuation.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that mannequins will be used in place of deceased soldiers for training purposes. The soldier should treat the mannequins as though they were actual remains.

Performance Measures

GO NO GO

- 1. Directed the recovery operations.
 - a. Pinpointed the recovery site location on the map.
 - b. Made sure the remains were placed in a human remains pouch or other suitable shrouding material.
 - c. Made sure each remains was tagged with a recovery number and an evacuation number.
 - d. Made sure DD Form 1380 was secured to each remains if medical personnel were available.
 - e. Checked to make sure all personal effects on and around the remains were placed into an effects bag and secured to the remains.
 - f. Checked to ensure a sketch showing the recovery site was prepared.
 - g. Checked to ensure that DD Form 567 was prepared.
 - h. Checked to ensure the sketch showed the exact location of the recoveries and indicated the relative position of the remains to each other for a group recovery.
 - i. Made sure the recovery site and remains were marked with a wooden peg.

Performance Measures	<u>GO</u>	<u>NO GO</u>
2. Ensured that all identifying media was recovered.	—	—
3. Directed recovery of multiple remains. <ul style="list-style-type: none"> a. Ensured a multiple remains recovery site sketch was prepared. b. Checked recovery site again after 24 hours to ensure additional remains, portions or personal effects had been found and recovered.. c. Recovered remains from aircraft crash. d. Recovered remains under non-hostile conditions. 	—	—
4. Checked to ensure remains were prepared for evacuation. <ul style="list-style-type: none"> a. Ensured the personal effects were protected from body fluids. b. Ensured head of remains was wrapped with gauze to prevent the loss of teeth. c. Laid remains shoulder to shoulder to await transportation. d. Transported remains, portions, and personal effects in the most expedient manner to prevent loss of identification media. 	—	—
5. Evacuated to the nearest mortuary affairs facility. <ul style="list-style-type: none"> a. Carried remains feet first. b. Loaded remains. c. Placed remains in a manner that would prevent stacking d. Secured remains e. Assigned a team member to accompany the remains and personal effects during evacuation. 	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

<p>Required FM 10-64 JTTP 4-06</p>	<p>Related</p>
---	-----------------------

Prepare Recovery Site Sketch
101-515-2201

Conditions: As a search and recovery team member and given remains, JTTP 4-06, FM 21-26, map of the area, lensatic compass, GPS, sketch material, and marking equipment.

Standards: Prepare a recovery site sketch for single remains IAW JTTP 4-06

Performance Steps

1. Orient the sketch to the recovery site and annotate magnetic north on upper right corner of sketch.
2. Record the baseline on the sketch by shooting an azimuth from the left side of the grave or remains from foot towards head.
3. Indicate the recovery or grave site with a rectangular box on the right side middle of the baseline, and record the search and recovery number inside that box.
4. Determine the grid coordinates of the recovery site. Use the global positioning system (GPS) when available. Use map resection to determine an eight digit grid coordinate of the recovery site if GPS is unavailable.
5. Plot and record azimuth and distance to at least three prominent features used as reference points to tie in the location of the recovery site. Shoot azimuth to prominent features from each corner of remains "rectangular box".

NOTE: If a boulder or tree is used as a reference point be sure to blaze the point for easy recognition.

6. Prepare an information box and a title box at the bottom of the sketch. Include pertinent information about the sketch in each box.
 - a. The information box will include:
 - (1) TEAM #
 - (2) Grid coordinates of recovery site
 - (3) Pace conversion factor
 - (4) Note all azimuths are magnetic
 - (5) Note sketch not to scale
 - b. The title box will include:
 - (1) Date time group
 - (2) Map name and scale
 - (3) Name and grade of sketch maker
 - (4) Organization of sketch maker

NOTE: A sample recovery site sketch can be found in JTTP 4-06.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Oriented recovery site sketch and annotated magnetic north on upper right corner of sketch.	—	—
2. Recorded baseline on the sketch.	—	—
3. Indicated the recovery or grave site with a rectangular box on the right of the baseline.	—	—
4. Determined the grid coordinates of the recovery site.	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
5. Plotted and recorded each azimuth and distance to reference points.	—	—
6. Prepared an information box at the bottom of the sketch that contained team number, grid coordinates of site, pace conversion factor, notes stating: azimuths are magnetic, and sketch not to scale.	—	—
7. Prepared a title box at the bottom of the sketch that contained date time group, map name and scale, sketch maker's name, grade, and organization.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 FM 3-25.26
 JTTP 4-06

Related

Navigate Using GPS
101-515-2601

Conditions: You are a member of a search and recovery team in a field environment. You are moving by foot from a base camp to a known recovery site. You are using a GPS to navigate from your point of origin to the recovery site. Your NCOIC has predetermined the coordinates for waypoints after conducting a map reconnaissance and has directed you to follow a defined course to the recovery site. Given a GPS, charged batteries, the GPS operator's manual, a map of the area, predetermined coordinates for waypoints, a predetermined course to follow to the recovery site, JTTP 4-06, and FM 21-26.

Standards: Navigate using a GPS IAW the operator's manual, locate all predetermined waypoints, and arrive at the final destination with out causing injury to personnel or equipment.

Performance Steps

1. Check GPS for serviceability by performing a before operation PMCS:
 - a. Ensure GPS has enough fully charged batteries to meet mission requirements.
 - b. Check exterior housing, control knobs, and accessories for defects.
 - c. Notify maintenance personnel immediately of any defects.
2. Place the GPS receiver into operation:
 - a. Insert batteries into battery housing and secure locking screw.
 - b. Turn the L-R switch to STS ("<more>" should appear highlighted on the status screen).
 - c. Turn the INC-DEC switch until the following screens appear:
 - (1) Line 1 indicates number of satellites tracked by GPS receiver.
 - (2) Line 2 indicates data being received from the satellites.
 - (3) Line 3 indicates when the batteries were last charged.
 - (4) Line 4 indicates INT for internal antenna operational.
 - d. Turn the INC-DEC switch to SETUP and program GPS with predetermined settings:
 - (1) Line 1 indicates DATUM selected.
 - (2) Line 2 indicates TIME selected.
 - (3) Line 3 indicates UNITS of distance and azimuth selected.
 - (4) Line 4 indicates MODE of coordinate and magnetic settings selected.
3. Place GPS in Waypoint Mode and program at least three predetermined coordinates including the final destination, into the GPS.
4. Return to SETUP Line 4 MODE to convert waypoints from MGR to DM.
5. Place GPS in R+A mode and set range and azimuth to desired coordinates.
6. Place GPS in the appropriate NAV Mode:
 - a. Pioneer Mode: Displays steering angle, range, and azimuth from your current location to your desired destination.
 - b. Intended Track Mode: Directs you to follow a defined course or pattern.
 - c. Homing Mode: Displays "time to go" data as you near your destination.
 - d. Vehicle Navigation Mode: Used only when traveling by vehicle.
7. Navigate from point of origin via way points to the predetermined destination using the GPS.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Checked GPS for serviceability by performing before operation PMCS.	—	—
a. Ensured required batteries were present.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
b. Checked GPS exterior and accessories for defects.		
c. Notified maintenance personnel immediately of any defects found.		
2. Placed GPS receiver into operation :	—	—
a. Inserted and secured GPS batteries.		
b. Turned L-R switch to STS displaying <more> on status screen.		
c. Turned INC-DEC switch to SETUP displaying Lines 1-4.		
d. Programmed DATUM, TIME, UNITS, and MODE settings.		
3. Placed GPS in Waypoint Mode and programmed at least three predetermined coordinates to include the final destination.	—	—
4. Returned to SETUP Line 4 MODE and converted waypoints from MGR to DM.	—	—
5. Placed GPS in R+A Mode, set range, and set azimuth to predetermined waypoints.	—	—
6. Placed GPS in NAV Mode.	—	—
7. Navigated with GPS from point of origin to the predetermined destination.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

TM 11-5825-291-13

Related

FM 3-25.26

JTTP 4-06

Review Completed Search and Recovery Documents for Accuracy
101-515-2603

Conditions: You are on a search and recovery team. Your NCOIC has instructed you to examine all documents completed at the recovery site and to detect and correct errors. Given completed DD Forms 567 and 1074 and recovery site sketch.

Standards: Verify completed recovery documents according to FM 10-64, FM 21-26, FM 101-5-1 and JTTP 4-06.

Performance Steps

1. Check accuracy of the recovery site sketch.
 - a. Examine the sketch for the map sheet number and scale.
 - b. Examine the recovery site sketch for recovery site location.
 - c. Examine the sketch for grid coordinates.
 - d. Examine the sketch TITLE BOX for completeness and accuracy.
 - e. Examine the INFORMATION BOX on the sketch to make sure it has the correct information, including the grid coordinates, team numbers, and recovery site.
 - f. Examine sketch for the search and recovery (S&R) number of the remains recovered.
 - g. Examine sketch for the unit making the recovery.
 - h. Examine sketch for prominent landmarks and terrain features such as, mountains, streams, or rivers.
2. Check DD Form 567 for completeness and accuracy.
3. Check the accuracy of DD Form 1074, if applicable.
4. Make appropriate corrections where deficiencies are noted in performance measures 1 through 3.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that mannequins will be used in place of deceased soldiers for training purposes. The soldier should treat the mannequins as though they were actual remains.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Checked accuracy of the recovery site sketch.	_____	_____
a. Examined the sketch for the map sheet number and scale.		
b. Examined the recovery site sketch for recovery site location.		
c. Examined the sketch for grid coordinates.		
d. Examined the sketch for TITLE BOX for completeness and accuracy.		
e. Examined the INFORMATION BOX on the sketch to ensure it had the correct information, including the grid coordinates, team numbers, and recovery site.		
f. Examined sketch for the search and recovery (S&R) number of the remains recovered.		
g. Examined sketch for the unit making the recovery.		
h. Examined sketch for prominent landmarks and terrain features such as, mountains, streams, or rivers.		
2. Checked DD Form 567 for completeness and accuracy.	_____	_____
3. Checked the accuracy of DD Form 1074, if applicable.	_____	_____
4. Made appropriate corrections where deficiencies were noted in performance measures 1 through 3.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 101-5-1
FM 10-64
FM 3-25.26
JTTP 4-06

Related

Direct Excavation of Recovery Site
101-515-2616

Conditions: You are a Mortuary Affairs Sergeant directing the gridding and excavation of a recovery site in a field environment. EOD personnel have informed you that there is no unexploded ordnance within the area you will be working. You are given: JTTP 4-06, a map of the area, a GPS, a tape measure, marking stakes, color-coded pin flags, a spool of cotton twine, large clear plastic zip-lock bags, shoe tags, buckets, screen material, hand tools for digging, photography equipment, a metal detector, field notebooks, and a detail of soldiers to perform the task.

Standards: Direct the excavation of a recovery site IAW JTTP 4-06.

Performance Steps

1. Direct a systematic grid search of the recovery site to establish and mark the excavation boundaries by applying one or more of the following search techniques:
 - a. Use open formation or open skirmish in open areas.
 - b. Use closed formation or closed skirmish areas of dense vegetation or difficult terrain.
 - c. Use a metal detector in conjunction with other search techniques to locate material evidence.
 - d. Use probes in conjunction with other search techniques to locate buried artifacts and check the soil conditions of specific areas.
2. Direct soldiers to mark the location of any material or biological evidence found with a color-coded pin flag.
3. Direct the establishment of a union grid within the recovery site boundaries:
 - a. Establish the "Datum Point" from which all measurements and plotting will originate.
 - b. Ensure the site is divided into the following quadrants: NE, NW, SE, and SW.
 - c. Ensure "meridian" (N-S) and "base lines" (E-W) are projected out from the "Datum Point" at equal units of measurement, and marked with a stake.

NOTE: The union grid system may be enlarged by extending the meridian and base lines at equal units of measurement. When you are excavating, especially crash sites, the boundaries may need to be extended far past the original site survey estimate.

- d. Ensure grids are identified by a coordinate system.

NOTE: Each individual marking stake in a union grid is identified by a coordinate that expresses the distance and direction from the "Datum Point". By convention these stakes are usually located in the SW corner of each grid so the site may be "read" like a military map.

- e. Ensure the accuracy of the grids by using the Pythagorean Theorem ($A^2+B^2=C^2$).

4. Direct the establishment of a screening area that is located well outside the planned excavation boundaries in case those boundaries require enlargement during the excavation of the recovery site.
5. Direct the establishment of a photo log that documents the entire excavation mission.
NOTE: The first photograph should be of the case placard. Photographs are to be taken from all directions before, during, and after all operations.
6. Direct soldiers to clear the area of vegetation, if necessary.
7. Ensure accurate and up-to-date field notes are maintained:
 - a. Site location (determined by GPS).
 - b. Artifact discovery locations (determined by GPS).
 - c. Daily record of all excavation activities.
 - d. Sketches of the excavation.
 - e. Information for the photo log.
8. Direct the excavation of the recovery site:
 - a. Ensure the grids are excavated in the order predetermined by the team leader.
 - b. Ensure grids are excavated at workable depths (10-20 cm levels at a time).

Performance Steps

- c. Ensure all removed soil is screened for material and biological evidence.
- NOTE: If more than one grid is being excavated at a time, it may be necessary to color code the buckets and screens to prevent the accidental mixing of artifacts.
- d. Ensure all biological or material evidence found embedded in the soil are photographed in place, removed with extreme caution, and the distance from the point of discovery to the "Datum Point" is recorded.
 - e. Ensure the excavation of each grid is continued until sterile soil is reached.
 - f. Ensure all biological or material evidence found are continuously safeguarded:
 - (1) Direct personnel to place biological or material evidence in clear plastic zip-lock bags.
 - (2) Direct personnel to label each bag containing biological or material evidence with the reference number, the date/time group, and the discovery location (determined by GPS).
 - (3) Direct personnel to maintain the custody of all artifacts until they can be released to the appropriate personnel, agency, or higher headquarters.
9. Ensure operations within the recovery site continue until higher headquarters makes the decision, based on the scientific data, that no further excavation of the site is necessary.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed a systematic grid search of the recovery site, established the excavation boundaries, and ensured biological and material evidence locations were marked with color coded pin flags.	—	—
2. Directed the establishment of a union grid system within the site boundaries: <ul style="list-style-type: none"> a. Established the "Datum Point". b. Ensured the site was divided into quadrants. c. Ensured "meridian" and "base lines" were projected out from the "Datum Point" at equal units of measurement, and marked with a stake. d. Ensured grids were identified by a coordinate system. e. Ensured the accuracy of the grids by using the Pythagorean Theorem. 	—	—
3. Directed the establishment of an area for screening operations.	—	—
4. Directed the establishment of a mission photo log.	—	—
5. Directed personnel to clear the area of vegetation, if necessary.	—	—
6. Ensured the maintenance of accurate and up to date field notes that included: the site location, the discovery locations, a daily activity record, sketches, and photo log information.	—	—
7. Directed the excavation of the recovery site: <ul style="list-style-type: none"> a. Ensured the grids were excavated in order. b. Ensured the grids were excavated at workable depths. c. Ensured all removed soil was screened for artifacts. d. Ensured all embedded biological and material evidence was photographed in place, carefully removed, and their discovery location in relation to the "Datum Point" was recorded. e. Ensured the excavation of each grid continued until sterile soil was reached. f. Ensured all biological and material evidence found was continually safeguarded. 	—	—

Performance Measures

GO **NO GO**

8. Ensured operations within the recovery site continued until higher headquarters made the decision, based on the scientific data, that no further excavation of the site was necessary.

_____ _____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related

Direct Operation of Transit (Theodolite)

101-515-2652

Conditions: Your NCOIC has instructed you to direct the operation of a transit. Given an optical transit (theodolite), tripod, and stadia rod.

Standards: Construct a union grid system for excavation of remains IAW JTTP 4-06.

Performance Steps

1. Direct the operation of theodolite (optical transit).
 - a. Ensure the theodolite (optical transit) operator's manual is present.
 - b. Direct a complete inventory of the theodolite (optical transit) and accessories.
 - c. Ensure operator performs an operator's check on the theodolite (optical transit).
 - d. Ensure operator opens and extends the tripod, and levels the tripod head.
 - e. Ensure the theodolite (optical transit) is placed on top of the tripod head.
 - f. Ensure operator uses the circular level to level transit.
 - g. Direct the use of the horizontal clamp.
 - h. Instruct the use of the tubular compass (secant arrow) on the theodolite (optical transit).
 - i. Ensure the vertical clamp is unlocked to index the vertical angle.
2. Determine horizontal angles operator uses with the theodolite (optical transit).
3. Ensure operator determines the vertical angles with the theodolite (optical transit) and stadia rod.
4. Ensure operator determines distances with the theodolite (optical transit) and stadia rod.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed the operation of theodolite (optical transit).	—	—
a. Ensured the theodolite (optical transit) operator's manual was present.		
b. Directed a complete inventory of the theodolite (optical transit) and accessories.		
c. Ensured operator performed an operator's check on the theodolite (optical transit).		
d. Ensured operator opened and extended the tripod, and leveled the tripod head.		
e. Ensured the theodolite (optical transit) was placed on top of the tripod head.		
f. Ensured operator used the circular level to level transit.		
g. Directed the use of the horizontal clamp.		
h. Instructed the use of the tubular compass (secant arrow) on the theodolite (optical transit).		
i. Ensured the vertical clamp was unlocked to index the vertical angle.		
2. Ensured operator determined horizontal angles with the theodolite (optical transit).	—	—
3. Ensured operator determined the vertical angles with the theodolite (optical transit) and stadia rod.	—	—
4. Ensured operator determined distances with the theodolite (optical transit) and stadia rod.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related

Direct Use of Metal Detector
101-515-2653

Conditions: As a Mortuary Affairs Sergeant and given JTTP 4-06, a metal detector with an operators manual, color-coded pin flags, a predetermined search area, surface, and subsurface miscellaneous metal objects.

Standards: Direct the use of a metal detector IAW the operator's manual.

Performance Steps

1. Direct the operator to inventory the metal detector and ensure the following parts are present:
 - a. Upper, middle, and lower pole assemblies.
 - b. Concentric Search Coil and Cable.
 - c. 9 volt alkaline battery.
 - d. Operator manual and warranty card.
2. Direct the operator to assemble the metal detector:
 - a. Ensure operator sets the sensitivity control to "POWER OFF" and inserts the battery into the control housing.
 - b. Ensure operator attaches the search coil to the lower pole assembly and attaches the other pole assemblies.
 - c. Ensure operator tightens the pole locks to secure the pole assemblies.
 - d. Ensure operator wraps the cable around the pole leaving enough slack at the search coil for adjustments, plug the cable into the control housing, and tighten the cable thumb nut to secure the cable.
 - e. Ensure operator adjusts the search coil so it is level while being held 3-6 inches above the ground.
3. Direct the operator to perform the following tests in order:
 - a. Battery Test:
 - (1) Ensure operator turns the sensitivity knob from "OFF" to "8" and listens for a quick double beep tone.
 - (2) Ensure operator turns the mode switch to the left, releases it, and listens for six or seven beeps.
 - (3) Ensure operator replaces the battery if only one or two beeps are heard.

NOTE: A battery test should also be performed several times during operation.

- b. Air Test:
 - (1) Ensure operator places a coin or nail on the ground.
 - (2) Ensure operator turns the mode switch to the "ALL METAL" position.
 - (3) Ensure operator waves the search coil from side to side 12-14 inches above the object.
 - (4) Ensure operator continues to wave and lower the search coil closer to the object until a beep is heard every time the coil passes over the object.
- c. Sensitivity Test:
 - (1) Ensure operator turns the mode switch to the "DISC" position and the sensitivity knob to "1".
 - (2) Ensure operator waves the search coil 3-6 inches over the object used for the air test and listens for a beep.
 - (3) Ensure operator adjusts the sensitivity knob to higher levels, increases the distance from the search coil to the object, and listens for the beep.

NOTE: If the metal detector fails any test notify the NCOIC and maintenance personnel immediately.

4. Direct the operator to perform a metal search:
 - a. Ensure operator starts at one edge of the designated search area, turns the mode switch to "ALL METAL", and sets the sensitivity knob to "8".

Performance Steps

- b. Ensure operator walks slowly waving the search coil slowly from side to side 3-6 inches above the ground.
- c. Ensure operator stops walking when a beep is heard, but continues to wave the search coil over the area to pinpoint the exact location of the object detected.
- d. Ensure operator places a pin flag to mark the location.
- e. Ensure operator presents any item found to the anthropologist or recovery leader and continues in a Box Search Method until the entire area has been searched.

5. Direct the operator to disassemble the metal detector in the opposite order it was assembled.

6. Direct the operator to clean, re-inventory, and store the metal detector.

NOTE: Notify NCOIC and maintenance personnel immediately if any damage occurred during operation.

Evaluation Preparation: Brief the soldier that a predetermined site, and search pattern will be used. Alert the soldier that surface and subsurface metal objects are located within the predetermined site. Provide the soldier with all required materials and equipment.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed the operator to inventory the metal detector and ensure the following parts were present: <ul style="list-style-type: none"> a. Upper, middle, and lower pole assemblies. b. Concentric Search Coil and Cable. c. 9 volt alkaline battery. d. Operator manual and warranty card. 	—	—
2. Directed the operator to assemble the metal detector. <ul style="list-style-type: none"> a. Ensured operator set the sensitivity control to "POWER OFF" and inserted the battery into the control housing. b. Ensured operator attached the search coil to the lower pole assembly and attached the other pole assemblies. c. Ensured operator tightened the pole locks to secure the pole assemblies. d. Ensured operator wrapped the cable around the pole leaving enough slack at the search coil for adjustments, plugged the cable into the control housing, and tightened the cable thumb nut to secure the cable. e. Ensured operator adjusted the search coil so it was level while being held 3-6 inches above the ground. 	—	—
3. Directed the operator to perform Battery, Air, and Sensitivity Tests. <ul style="list-style-type: none"> a. Battery Test: <ul style="list-style-type: none"> (1) Ensured operator turned the sensitivity knob from "OFF" to "8" and listened for a quick double beep tone. (2) Ensures operator turned the mode switch to the left, released it, and listened for six or seven beeps. (3) Ensures operator replaced the battery if only one or two beeps were heard. b. Air Test: <ul style="list-style-type: none"> (1) Ensured operator placed a coin or nail on the ground. (2) Ensured operator turned the mode switch to the "ALL METAL" position. (3) Ensured operator waved the search coil from side to side 12-14 inches above the object. (4) Ensured operator continued to wave and lower the search coil closer to the object until a beep was heard every time the coil passed over the object. c. Sensitivity Test: 	—	—

Performance Measures

GO **NO GO**

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> (1) Ensured operator turned the mode switch to the "DISC" position and the sensitivity knob to "1". (2) Ensured operator waved the search coil 3-6 inches over the object used for the air test and listened for a beep. (3) Ensured operator adjusted the sensitivity knob to higher levels, increased the distance from the search coil to the object, and listened for the beep. <p>4. Directed the operator to perform a metal search using the Box Search Method.</p> <ul style="list-style-type: none"> a. Ensured operator started at one edge of the designated search area, turned the mode switch to "ALL METAL", and set the sensitivity knob to "8". b. Ensured operator walked slowly waving the search coil slowly from side to side 3-6 inches above the ground. c. Ensured operator stopped walking when a beep was heard, but continued to wave the search coil over the area to pinpoint the exact location of the object detected. d. Ensured operator placed a pin flag to mark the location. e. Ensured operator presented any item found to the anthropologist or recovery leader and continued in a Box Search Method until the entire area had been searched. <p>5. Directed the operator to disassemble the metal detector.</p> <p>6. Directed the operator to clean, re-inventory, and store the metal detector</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|---|---|

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show the soldier what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related

Assist with Site Survey
101-515-2654

Conditions: As a member of a site survey team working in a field environment and given FM 10-64, JTTP 4-06, a map, personnel with hand tools, photography equipment, a tape measure, surveyor's ribbon, color-coded pin flags, marking stakes, a Brunton surveyor's compass, a Global Positioning System (GPS), writing supplies, and a field note book.

Standards: Assist with a site survey IAW FM 10-64 and JTTP 4-06.

Performance Steps

1. Determine the locations of the site, the nearest village or town, the prominent features including hydrology, and the number of satellites tracked by the GPS used to determine those locations.
2. Determine the measurements of the site and mark the boundaries with surveyor's ribbon.
3. Determine the primary vegetation within the site boundaries as forest, jungle, bamboo stands, mixed grassland, grassland, fallow, cultivated, or cleared.
4. Determine the slope of the site as flat, moderate, steep, or variable.
5. Determine the soil composition and consistency by digging test pits within the site boundaries.
6. Determine the site type as a primary or secondary burial site, multiple grave site, small crash site, large aircraft site, or a disturbed site.
7. Determine the credibility of witnesses being questioned and record the results of interviews.
8. Direct a visual search of the survey site for material or biological evidence:
 - a. Coordinate the use of augmented EOD, medical, local labor, and security personnel.
 - b. Search the site area using a skirmish line search pattern and mark the locations of evidence.
 - c. Photograph the entire site from each cardinal direction and any evidence before it is removed.
 - d. Remove and evacuate all evidence found on the site surface to the designated collection point.
9. Submit all field notes, documents, photographs, and measurements to the soldier assisting the NCOIC preparing the Site Survey Report.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, equipment, and materials to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Determined the location of the survey site and nearest prominent features using the GPS.	—	—
2. Determined the measurements and marked the boundaries of the site with surveyor's ribbon.	—	—
3. Determined the primary vegetation within the survey site boundaries.	—	—
4. Determined the slope within the survey site boundaries.	—	—
5. Determined the soil composition and consistency within the survey site boundaries.	—	—
6. Determined the site type.	—	—
7. Determined witness credibility and recorded interview results.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
8. Directed a visual search of the survey site for material or biological evidence, prepared a photo log, marked locations, and removed any surface evidence found.	—	—
9. Submitted all field notes, documents, photographs, and measurements to the soldier assisting the NCOIC preparing the Site Survey Report.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
- FM 10-64
- JTTP 4-06

Related

Assist with Site Survey Report

101-515-2655

Conditions: As a member of a site survey team working in a field environment and given the survey team's field notes, FM 10-64, JTTP 4-06, photography equipment, a tape measure, surveyor's ribbon, color-coded pin flags, marking stakes, a Brunton surveyor's compass, a Global Positioning System (GPS), personnel with equipment to dig test pits, and writing materials, your NCOIC has directed you to assist with the preparation of a site survey report.

Standards: Assist with the preparation of a site survey report IAW FM 10-64 and JTTP 4-06.

Performance Steps

1. Determine the following preliminary information:
 - a. Name, rank, responsibilities, and duty position of all site survey team members.
 - b. Date and time original operation order was issued to the site survey team.
 - c. Dates and times of all movements to and from the survey site.
 - d. Method of transportation survey team used:
 - (1) Aircraft.
 - (2) Vehicle.
 - (3) Foot March.
2. Determine the following information about the survey site location:
 - a. Grid coordinates of survey site location determined by GPS.
 - b. Number of satellites tracked by the GPS to determine location.
 - c. Grid coordinates and distance to nearest village or town.
 - d. Grid coordinates and descriptions of prominent features including hydrology.
3. Direct a visual search of the site for material or biological evidence:
 - a. Direct all search team members to perform a skirmish line search of the site.
 - b. Direct the photography of all material and biological evidence:
 - (1) Ensure all evidence is photographed prior to being removed.
 - (2) Ensure entire site is photographed from each cardinal direction.
 - (3) Ensure all photographs are numbered, dated, and described.
 - c. Direct the location marking of all material and biological evidence:
 - (1) Ensure color-coded pin flags mark the locations of all evidence.
 - (2) Ensure evacuation tags are prepared and attached to evidence being removed.
 - (3) Ensure evacuation numbers are on the marking stakes where remains were found.
4. Assist the linguist with the questioning of witnesses, and document all interviews.
5. Determine the site type:
 - a. Primary or secondary burial site (this site may be general or specific in location).
 - b. Multiple grave site (a good example is a cemetery).
 - c. Small crash site (a good example is a small aircraft above the soil surface).
 - d. Large aircraft site (a crash site that covers a large area and may extend below the soil surface).
 - e. Disturbed site (a site disturbed by excavation or natural disturbances like weather events).
6. Determine the measurements and boundaries of the site:
 - a. Include the clearing needed for excavation, screening, and rest areas.
 - b. Determine length and width of the site using a tape measure.
 - c. Ensure the boundary is marked with stakes and surveyor's ribbon.
7. Direct personnel to dig test pits to determine soil composition and consistency.

Performance Steps

NOTE: Test pits are to be dug at least 50 centimeters wide by 50 centimeters long and 50 centimeters deep. Test pits are to be dug within the site boundaries and large sites may require more than one test pit to ensure the consistency of the soil. The soil is to be described in detail; color, moisture, amount of sand, ease of digging, and depth of humus (the organic top layer of the soil).

8. Describe the primary vegetation within the site boundaries using the following terms:
 - a. Forest.
 - b. Jungle.
 - c. Bamboo stands.
 - d. Mixed (grassland with small trees).
 - e. grassland.
 - f. Fallow (uncultivated cropland).
 - g. Cultivated (active cropland).
 - h. Cleared (vegetation removed).

9. Determine the slope of the site:
 - a. Use the Burton Surveyor's compass.
 - b. Record the slope in degrees.
 - c. Categorize the slope using one of the following terms:
 - (1) Flat (0-10 degrees of slope).
 - (2) Moderate (10-25 degrees of slope).
 - (3) Steep (25 degrees of slope and higher).
 - (4) Variable (no consistency of slope).

10. Determine other variables such as:
 - a. Estimated security, documentation, and investigation requirements.
 - b. Estimated personnel, equipment, and material requirements.
 - c. Coordination with other agencies (EOD, medical, aviation, etc.) for requirements.

11. Submit all documents, photographs, and measurements to the NCOIC preparing the report.

Evaluation Preparation: Use a predetermined site. Provide the soldier with all required personnel, equipment, and materials necessary to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Determined the preliminary information for the survey including: team members, orders, dates, movements, and methods of transportation.	—	—
2. Determined the survey site location including: the number of satellites the GPS tracked, the nearest town or village, hydrology, and prominent features.	—	—
3. Directed a visual search of the survey site for material and biological evidence, prepared photo log, marked locations, and removed any surface evidence found.	—	—
4. Assisted with the questioning of witnesses, and recorded the interview results.	—	—
5. Determined the site type.	—	—
6. Determined the measurements and boundaries of the site.	—	—
7. Directed personnel to dig test pits, and determined soil composition and consistency.	—	—
8. Described the primary vegetation of the site.	—	—
9. Determined the slope of the site.	—	—

Performance Measures

GO **NO GO**

- | | | |
|--|---|---|
| 10. Determined other variables including: security, coordination with other agencies, personnel, and equipment requirements. | — | — |
| 11. Submitted all documents, photographs, and measurements to the NCOIC preparing the report. | — | — |

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 10-64
JTTP 4-06

Related

**Photograph Remains, Effects, and Recovery Site
101-515-2658**

Conditions: As a Mortuary Affairs sergeant preparing the photolog of a search and recovery mission and given AR 638-2, JTTP 4-06, Global Positioning System (GPS), map, photography equipment, remains, effects, and recovery site.

Standards: Photograph remains, effects, and recovery site IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Ensure photographs of remains include the following:
 - a. Location of remains in relation to other remains, wreckage, equipment, and effects.
 - b. Any distinguishing features such as wounds, scars, tattoos, birthmarks, and vaccination scars.
 - c. Position of remains when first located, or stages of disinterment if remains were buried.
 - d. Anterior (front) of body and separate facial views if possible.
2. Ensure photographs of effects include the following:
 - a. Location of effects in relation to other effects, remains, wreckage, and equipment.
 - b. Any distinguishing features such as serial numbers or other markings that may aid in identification.
3. Ensure photographs of the recovery site include the following:
 - a. Condition of recovery site before, during, and after operations.
 - b. Location of recovery site in relation to prominent topographic features.
4. Ensure photographs prepared for a mission photolog include the following:

NOTE: Video movies and digital pictures of the site are also helpful, if available. However, to guarantee authenticity of a photolog use negative based 35mm film while documenting a recovery mission.

 - a. Sequential number.
 - b. Written description of photograph.
 - c. Compass direction to orient photograph.
 - d. GPS grid coordinates of area photographed.
 - e. Location of photograph in relation to surrounding effects, remains, wreckage, and equipment.

Evaluation Preparation: Use a predetermined site with all required personnel, materials, and equipment present. Tell the soldier for training purposes a mannequin will be used in place of actual remains, but the mannequin is to be treated as if it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured photographs of remains included: <ol style="list-style-type: none"> a. Location of remains in relation to other remains, wreckage, equipment, and effects. b. Any distinguishing features such as wounds, scars, tattoos, birthmarks, and vaccination scars. c. Position of remains when first located, or stages of disinterment if remains were buried. d. Anterior (front) of body and separate facial views if possible. 	_____	_____
2. Ensured photographs of effects included: <ol style="list-style-type: none"> a. Location of effects in relation to other effects, remains, wreckage, and equipment. b. Any distinguishing features such as serial numbers or other markings that may aid in identification. 	_____	_____
3. Ensured photographs of recovery site included:	_____	_____

Performance Measures

GO **NO GO**

- a. Condition of recovery site before, during, and after operations.
 - b. Location of recovery site in relation to prominent topographic features.
4. Ensured photographs for the mission photolog included:
- a. Sequential number.
 - b. Written description of photograph.
 - c. Compass direction to orient photograph.
 - d. GPS grid coordinates of area photographed.
 - e. Location of photograph in relation to surrounding effects, remains, wreckage, and equipment.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related

Subject Area 2: Collection Point

Direct Setup of a Collection Point**101-515-2606**

Conditions: Your section chief has placed you in charge of selecting a desirable site to set up your collection point, and establish security plans for the receipt and processing of remains and personal effects. Given GP medium tent, screening materials and ropes, Table of Organization and Equipment (TOE) and Table of Distribution and Allowances (TDA) equipment, field desk, compasses, maps, records, forms, personal effects, mallets, bond paper, onionskin paper, clipboard, remains pouches, fingerprint kit, processing table (or improvised tables), sawhorses, litters, personal effects bags, blank DD Forms 565, 567, 890, 894, 1074, 1075, 1076, 1077, and 1380 or 2064.

Standards: Direct set up of a collection point IAW JTTP 4-06, and FM 10-64.

Performance Steps

1. Receive warning order.
2. Determine a desirable primary site for a collection point.
 - a. Check maps to determine which areas have natural screening and a road network.
 - b. Select potential site(s) by conducting a map reconnaissance.
 - (1) Identify potential sites.
 - (2) Identify routes to potential sites.
 - (3) List best possible candidate sites/routes.
 - c. Check situation map to determine the best location to best serve the supported soldiers.
 - d. Ensure the site is near the soldiers who are being serviced, but not close enough to the hostile forces to endanger the collection point personnel.
 - e. Make a reconnaissance of the area to determine the most suitable area for the collection point.
 - f. Ensure the site is large enough to accommodate the collection point's needs.
 - g. Ensure the site is near major road networks.
 - h. Check out primary site, and alternates, if time permits.
 - i. Check site to make sure it is near the Main Supply Route.
 - j. Has one way roads in and out of the area.
 - k. Is on high ground and will not flood in a hard rain.
 - l. Terrain is reasonably flat with good drainage to prevent flooding.
 - m. Is large enough to provide a parking area for vehicles.
 - n. Is easy to defend with large numbers.
 - o. Has natural cover and concealment.
3. Evaluate site and route suitability by a physical reconnaissance.
 - a. Accessibility.
 - b. Terrain.
 - c. Camouflage/concealment.
4. Perform a Site Reconnaissance Checklist -
 - a. Is the area large enough to ?
 - b. Is it defensible from the enemy?
 - c. Does it provide cover and concealment?
 - d. Will local civilians and host nation personnel create a problem?
 - e. Is the collection point near possible nuclear or chemical targets?
 - f. Does it lie on major enemy avenues of approach?
 - g. Does the area contain booby traps or contamination?

Performance Steps

- h. Will the ground support heavy traffic?
- i. What effects will weather have on the area?
- j. Is it near the MSR?
- k. Are resources available (water, buildings, and so forth)?

5. Select and record the collection point site location.

NOTE: Drive, ride or fly to selected site.

- a. Close to main supply route or ability to use an existing road network.
- b. Easily recognizable by the combat units.
- c. Accessible to mobile refrigeration containers at all times.
- d. Close to life support and personnel services.
- e. Close to tactical support.
- f. Close to aviation support.
- g. Ability to establish a nearby interment site.
- h. Close to engineer support.
- i. Area naturally screened.
- j. Pinpoint your location on the map.
- k. Pinpoint the location by grid coordinates.

6. Determine specific collection point site requirements.

- a. Personnel.
- b. Equipment
- c. Logistics

7. Direct the unloading of equipment and supplies from vehicle(s) according to unit's standing operating procedure (SOP).

8. Direct the placement of structures and equipment.

- a. Mark Locations.
- b. Determine the location of the collection point facilities, such as:
 - (1) Receiving tent.
 - (2) Holding area.
 - (3) Processing tent.
 - (4) Evacuation tent.
 - (5) Refrigeration van.
- c. Select an area for erecting screening material for a holding area.
- d. Select a security area to prevent pilferage of personal effects and a perimeter zone to protect against an attack.
- e. Select an entrance for vehicular traffic.
- f. Select an area for a parking area.
- g. Select an area for storing equipment.
 - (1) Fuel point.
 - (2) Generators
 - (3) Water trailer.
- h. Identify an area for placement of a bivouac area.
- i. Determine location of sanitary facilities.
- j. Select a defensive fighting area

9. Direct the pitching of tents.

10. Set up record system according to collection point SOP and AR 25-400-2.

- a. File blank forms.
- b. Prepare case file of records to be forwarded.

11. Provide security plan for remains and personal effects.

- a. Appoint a guard for remains awaiting evacuation.
- b. Obtain a container with a lock (field safe) for storing personal effects.

Performance Steps

- c. Instruct subordinates in the security procedures for remains and personal effects.
 - d. Select an area for securing remains and effects.
 - e. Allow only authorized personnel access to the remains and personal effects area.
12. Direct the placing of screening material around the processing area.
- a. Ensure natural vegetation and natural surroundings screen the collection point, if possible.
 - b. Ensure synthetic material such as scrap canvas, target cloth, latrine screen, lumber, metal stakes, and wire are used to construct temporary screen around the collection point.
 - c. Ensure camouflage netting is over tents.
 - d. Ensure screening is placed so that only authorized personnel can see the operation of the collection point.
13. Direct the erection of collection point directional signs.
- a. Main Supply Routes, whenever possible.
 - b. One-way traffic flow inside collection point area, whenever possible.
 - c. Collection point area is close to a road to permit easy access for large trucks.
14. Assign duties to collection point personnel.
- a. Select personnel to process remains.
 - b. Assign evacuation team members.
 - c. Assist in pitching tents.
 - d. Assign duties as required.
15. Train personnel in collection point procedures.
17. Develop collection point deactivation procedures.

NOTE: This is due to the high mobility of the battlefield. Constant moving. Due to the high mobility of the forward collection points, it is necessary to develop plans for the activation and deactivation of the collection points.

- a. Gather records and files concerning the collection point.
 - b. Obtain a physical count of all records and reports.
 - c. Record the number of records and files present.
18. Inventory collection point records.
18. Forward collection point records to the designated higher headquarters.
19. Check local SOP's to determine which records must be forwarded to support the command.
- a. Consolidate all records and reports that must be forwarded to the same activity.
 - b. Secure records so that they will not be separated during their shipment.
 - c. Check with the activity to make sure the records are received.

Evaluation Preparation: Provide the soldier with all required materials and equipment.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Received warning order.	—	—
2. Determined a desirable primary site for a collection point.	—	—
a. Checked maps to determine which areas have natural screening and a road network.		
b. Selected potential site(s) by conducting a map reconnaissance.		
(1) Identified potential sites.		
(2) Identified routes to potential sites.		
(3) Listed best possible candidate sites/routes.		
c. Checked situation map to determine the best location to best serve the supported soldiers.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
d. Ensured the site was near the soldiers who were being serviced, but was not close enough to the hostile forces to endanger the collection point personnel.		
e. Made a reconnaissance of the area to determine the most suitable area for the collection point.		
f. Ensured the site was large enough to accommodate the collection point's needs.		
g. Ensured the site was near major road networks.		
h. Checked out primary site, and alternates, if time permitted.		
i. Checked site to make sure it was near the Main Supply Route.		
j. Had one way roads in and out of the area.		
k. Was on high ground and would not flood in a hard rain.		
l. Terrain was reasonably flat with good drainage to prevent flooding.		
m. Was large enough to provide a parking area for vehicles.		
n. Was easy to defend with large numbers.		
o. Had natural cover and concealment.		
3. Evaluate site and route suitability by a physical reconnaissance.	—	—
a. Accessibility.		
b. Terrain.		
c. Camouflage/concealment.		
4. Performed a Site Reconnaissance Checklist.	—	—
5. Selected and recorded the collection point site location.	—	—
NOTE: Drove, rode or flew to selected site when transportation was available.		
a. Pinpointed location on the map.		
b. Pinpointed the location by grid coordinates.		
6. Determined specific collection point site requirements.	—	—
a. Personnel.		
b. Equipment.		
c. Logistics.		
7. Directed the unloading of equipment and supplies from vehicle(s) according to unit's standing operating procedure (SOP).	—	—
8. Directed the placement of structures and equipment.	—	—
a. Marked locations.		
b. Determined the location of the collection point facilities, such as:		
(1) Receiving tent.		
(2) Holding area.		
(3) Processing tent.		
(4) Evacuation tent.		
(5) Refrigeration van.		
c. Selected an area for erecting screening material for a holding area.		
d. Selected an entrance for vehicular traffic.		
e. Selected an area for a parking area.		
f. Selected an area for storing equipment.		
(1) Fuel point for equipment.		
(2) Generators.		
(3) Water trailer(s).		
g. Identified an area for placement of a bivouac area.		
h. Determined location of sanitary facilities.		
9. Directed the pitching of tents.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
10. Sat up record system according collection point SOP and AR 25-400-2. a. Filed blank forms. b. Prepared case file of records to be forwarded.	—	—
11. Provided security plan for remains and personal effects. a. Appointed a guard for remains awaiting evacuation. b. Obtained a container with a lock (field safe) for storing personal effects. c. Instructed subordinates in the security procedures for remains and personal effects. d. Selected an area for securing remains and effects. e. Allowed only authorized personnel access to the remains and personal effects area.	—	—
12. Directed the placing of screening material around the processing area. a. Ensured natural vegetation and natural surroundings screened the collection point, if possible. b. Ensured synthetic material such as scrap canvas, target cloth, latrine screen, lumber, metal stakes, and wire was used to construct temporary screen around the collection point. c. Ensured camouflage netting was over tents. d. Ensured screening was placed so that only authorized personnel could see the operation of the collection point.	—	—
13. Directed the erection of collection point directional signs. a. Main Supply Routes, whenever possible. b. One-way traffic flow inside collection point area, whenever possible. c. Collection point area was close to a road to permit easy access for large trucks. a. Selected personnel to process remains. b. Assigned evacuation team members. c. Assisted in pitching tents. d. Assigned duties as required.	—	—
15. Assigned duties to collection point personnel.	—	—
15. Trained personnel in collection point procedures.	—	—
16. Developed collection point deactivation procedures. NOTE: This was due to the high mobility of the battlefield and high mobility of the forward collection points, it was necessary to develop plans for the activation and deactivation of collection points.	—	—
NOTE: This was due to the high mobility of the battlefield and high mobility of the forward collection points, it was necessary to develop plans for the activation and deactivation of collection points.		
17. Inventoried collection point records. a. Gathered records and files concerning the collection point. b. Obtained a physical count of all records and reports. c. Recorded the number of records and files present.	—	—
18. Forwarded collection point records to the designated company headquarters.	—	—
19. Checked local SOP's to determine which records had to be forwarded to support the command. a. Consolidated all records and reports that were forwarded to the same activity. b. Secured records so that they would not be separated during their shipment.	—	—

Performance Measures

GO NO GO

- c. Checked with the activity to make sure the records were received.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

FM 101-5-1
FM 10-64
FM 3-25.26
JTTP 4-06
VIP 760-101-0201-B

Related

92M11C04

**Direct Preparation of CP Case File
101-515-2202**

Conditions: You are working in a collection point. Your NCOIC has instructed you to review all case files. Given JTTP 4-06, and completed DD Forms 1380, 2064, 565,567,890,894,1075,1076,1077, AF Form 137, and photographs of the remains.

Standards: Ensure case file is prepared according to JTTP 4-06.

Performance Steps

1. Direct the preparation of an individual case file for each remains.
 - a. Ensure one original individual case file is complete.
 - b. Ensure one duplicate individual case file is maintained at the collection point.
 - c. Ensure the top portion of the file is inscribed with the tentative name, rank, SSN, seal number, and evacuation number for each remains.
2. Direct the preparation of an alpha index card.
 - a. Ensure the deceased name or unidentified designation, SSN, and evacuation number is annotated.
 - b. Ensure an alpha index card is maintained at the collection point.
3. Ensure the following documents and records are placed inside the case file folder for each remains.
 - a. Include recovery tags and other accompanying paperwork.
 - b. Include DD Forms 1380 or 2064, if present.
 - c. Include AF Form 137 for all remains recovered from air crashes.
 - d. Include DD Forms 890, 565, 567, 894, 1075, 1076, and 1077.
 - e. Include photographs of remains.
4. Ensure the original case file is placed in a plastic zip lock bag and placed in remains pouch.
5. Generate a certificate of non-recoverability of missing portions, if needed.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed the preparation of an individual case file for each remains. <ol style="list-style-type: none"> a. Ensured one original case file was completed. b. Ensured one duplicate individual case file was completed. c. Ensured the top portion of the file was inscribed with the tentative name, rank, SSN, seal number, and evacuation number for each remains. 	—	—
2. Directed the preparation of an alpha index card. <ol style="list-style-type: none"> a. Ensured the deceased name or unidentified designation, SSN, and evacuation number was annotated. b. Ensured an alpha index card was maintained at the collection point. 	—	—
3. Ensured the following documents and records were placed inside the case file folder for each remains. <ol style="list-style-type: none"> a. Included recovery tags and other accompanying paperwork. b. Included DD Forms 1380 or 2064, if present. c. Included AF Form 137 for all remains recovered from air crashes. d. Included DD Forms 890, 565, 567, 894, 1075, 1076, 1077. e. Included photographs of remains. 	—	—

Performance Measures

GO **NO GO**

- | | | |
|---|---|---|
| 4. Ensured the original case file was placed in a plastic zip lock bag and placed in remains pouch. | — | — |
| 5. Generated a certificate of non-recoverability of missing portions, if needed. | — | — |

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related
DOD 4500.32-R VOL 1
DOD 4500.32-R, VOL 2

Direct Receipt of Remains, Effects, and Records at a Collection Point (CP)

101-515-2152

Conditions: You are working at a collection point. You have been placed in charge of receiving and processing remains delivered to your collection point. Your NCOIC has instructed you to inspect all of the recovery documents prepared by the recovery team. Given DD Form 567, blank DD Form 1076, blank DD Form 1077, map of recovery site, processing table, litter stands (two per remains), human remains pouch (one per remains), and personal effects bag (one per remains).

Standards: Verify search, recovery and collection point documents and inventory and safeguard personal effects according to JTTP 4-06.

Performance Steps

1. Direct receipt of remains, effects and records.
 - a. Have remains unloaded one at a time.
 - b. Inspect each remains for UXO and HAZMAT.
2. Inspect search and recovery documents for accuracy.
 - a. Review DD Form 567 for discrepancies.
 - b. Compare the recovery site overlay and sketch with the map for discrepancies.
 - c. Review photographs of the recovery area showing the relationship of remains and portions to each other and to the wreckage, when remains are received from a multiple recovery site.
 - d. Verify that remains have been checked for unexploded ordnance such as explosives, booby-traps, and other hazardous items.

NOTE: If items are found, contact EOD personnel at once. Cease processing until remains have been cleared.

- e. Confirm the number of remains being delivered.

NOTE: Remains should have only the personal effects found on the remains.

3. Interview personnel delivering the remains.
4. Ensure statement of recognition is completed (when remains can be identified by visual recognition).
5. Check remains for recovery tags and place tags in case folder.
6. Verify the receipt of personal effects.
7. Check the information recorded on DD Form 1077 for discrepancies.
 - a. Ensure that a new register of all remains received is completed daily.
 - (1) Start reporting period at 0001 and end at 2400 local time.
 - (2) Retain a copy of all registers.
 - b. Check information about each remains for discrepancies.
 - c. Check evacuation information for discrepancies.
8. Complete two evacuation tags for each remains.
 - a. Record evacuation number for each remains on back side.
 - b. Record Believed-to-Be (BTB) last name, first name, middle initial, Social Security Number (SSN), or the word "unidentified" on one side of evacuation tag.
 - c. Attach one evacuation tag to each remains.
 - d. Attach one evacuation tag to each remains pouch.

NOTE: When body portions are encountered, ensure "portions" is written on one side of tag beneath the number "portions". Each portion must be tagged.

9. Initiate an original and duplicate individual case file.
 - a. Record tentative name, rank, SSN, seal number, and evacuation number.

Performance Steps

- b. Create an alpha index card and record deceased name, SSN, evacuation number, and additional remarks.
- c. Place alpha index card into collection point files for quick reference.

10. Move remains to processing area.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual remains.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed the receipt of remains, effects and records.	_____	_____
2. Inspected recovery documents for accuracy.	_____	_____
a. Reviewed DD Form 567 for discrepancies.		
b. Reviewed the recovery site sketch for discrepancies.		
c. Compared the recovery site overlay with the map for discrepancies.		
d. Reviewed photographs of the recovery area showing the relationship of remains and portions to each other and to the wreckage, when remains were received from a multiple recovery site.		
e. Verified that remains have been checked for unexploded ordnance such as explosives, booby-traps, and other hazardous items.		
f. Confirmed the number of remains being delivered.		
3. Interviewed personnel delivering the remains.	_____	_____
4. Ensured statement of recognition was completed (when remains can be identified by visual recognition).	_____	_____
5. Checked remains for recovery tags and placed tags in case file..	_____	_____
6. Verified receipt of personal effects.	_____	_____
7. Checked the information recorded on DD Form 1077 for discrepancies..	_____	_____
a. Ensured that a new register of all remains received was completed daily.		
b. Checked information about each remains for discrepancies.		
c. Checked evacuation information for discrepancies.		
8. Completed two evacuation tags for each remains.	_____	_____
a. Recorded evacuation number for each remains on back side.		
b. Recorded Believed-to-Be (BTB) last name, first name, middle initial, Social Security Number (SSN), or unidentified on one side of evacuation tag.		
c. Attached one evacuation tag to each remains.		
d. Attached one evacuation tag to each remains pouch.		
9. Initiated an original and duplicate individual case file.	_____	_____
a. Recorded tentative name, rank, SSN, seal number, and evacuation number.		
b. Created an alpha index card and recorded name, SSN, evacuation number, and additional remarks.		
c. Placed alpha card into collection point files for quick reference.		
10. Moved remains to processing area.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

AR 638-2
JTTP 4-06
USAEHA TG 195

Related

Direct Processing of Remains, Effects, and Records at a CP
101-515-2154

Conditions: You are working at a collection point. You have been placed in charge of processing remains, personal effects and records delivered to your collection point. Given DD Form 567, DD Form 1076, DD Form 1077, map of recovery site, processing table, litter stands, remains pouch, and personal effects bag.

Standards: Verify collection point documents, and inventory and safeguard personal effects according to JTTP 4-06.

Performance Steps

1. Direct the processing of remains, effects and records.
 - a. Ensure DD Form 1077 is completed.
 - b. Ensure one evacuation tag is placed on human remains and pouch.
 - c. Verify official identification media found as a basis for establishing tentative identification
2. Examine DD Form 1380 (Field Medical Card) for identification information and agreement.
 - a. Check the card to see if medical personnel have signed it.
 - b. Check the information on the card with available information on remains for agreement.
3. Determine if fingerprints should be taken.
 - a. Check remains to determine if they are in an advanced state of decomposition.
 - b. Take fingerprints when there is a danger of decomposition. (Footprint all aviators and flight crew members).
4. Direct processing of personal effects.
 - a. Ensure the remains is accompanied by all of the personal effects.
 - b. Use official identification media found as a basis for establishing tentative identification.
 - c. Search remains for personal effects that may have been overlooked.
 - d. Ensure that an inventory is completed of all personal effects that are physically present.
 - e. Examine military clothing and equipment for identification value.
 - f. Compare the inventory list with the personal effects physically present.
 - g. Ensure personal effects are properly recorded on DD Form 1076.
 - h. Correct discrepancies on DD Form 1076.
 - i. Place the personal effects in a plastic zip lock bag to protect the effects from damage by body fluids.
 - j. Place zip lock bag in a personal effects bag.
 - k. Place the original DD Form 1076 and one copy in the personal effects bag.
 - l. Seal personal effects bag with metal seal (if available).
 - m. Ensure personal effects bags is properly secured to the remains.
5. Process collection point records.
 - a. Check DD Form 1077 for accuracy.
 - b. Check DD Form 890 for accuracy.
 - c. Check DD Form 1076 for accuracy.
 - d. Check DD Form 894 for legibility.
6. Ensure two case files are prepared for the remains.
 - a. Place original case file in a plastic zip lock bag and secure in the human remains pouch.
 - b. Maintain a duplicate case file at the collection point.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual remains.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Directed the processing of remains, effects and records. a. Ensured DD Form 1077 was completed. b. Ensured one evacuation tag was placed on human remains and pouch.	—	—
2. Examined DD Form 1380 (Field Medical Card) for identification information and agreement. a. Checked the card to see if medical personnel have signed it. b. Checked the information on the card with available information on remains for agreement.	—	—
3. Determined if fingerprints should be taken. a. Checked remains to determine if they were in an advanced state of decomposition. b. Took fingerprints when there was a danger of decomposition. (Footprint all aviators and flight crew members).	—	—
4. Directed processing of personal effects. a. Ensured the remains were accompanied by all of the personal effects. b. Used official identification media found as a basis for establishing tentative identification. c. Searched remains for personal effects that may have been overlooked. d. Ensured that an inventory was completed of all personal effects that were physically present. e. Examined military clothing and equipment for identification value. f. Compared the inventory list with the personal effects physically present. g. Ensured personal effects were properly recorded on DD Form 1076. h. Corrected discrepancies on DD Form 1076. i. Placed the personal effects in a plastic zip lock bag to prevent the effects from being damaged by body fluids. j. Placed zip lock bag in a personal effects bag. k. Placed the original DD Form 1076 and one copy in the personal effects bag. l. Sealed personal effects bag with metal seal (if available). m. Ensured personal effects bags were properly secured to the remains.	—	—
5. Processed collection point records. a. Checked DD Form 1077 for accuracy. b. Checked DD Form 890 for accuracy. c. Checked DD Form 1076 for accuracy. d. Checked DD Form 894 for legibility.	—	—
6. Ensured two case files were prepared for the remains. a. Placed original case file in a plastic zip lock bag and secured in the human remains pouch. b. Maintained a duplicate case file at the collection point.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
 AR 638-2
 FM 10-286
 JTTP 4-06
 USAEHA TG 195

Related

**Direct Evacuation of Remains, Effects and Records at a CP
101-515-2155**

Conditions: Collection point records have been completed and your NCOIC tells you to direct the preparation of the remains, associated personal effects, and records for evacuation from the collection point. Given remains, litter, recovery site sketch, DD Form 567, case file folder, human remains pouch, personal effects, personal effects bag, DD Form 1380 (US Field Medical Card), and paper tags with strings or wire fasteners.

Standards: Evacuate remains, associated effects, and records from the collection point according to FM 10-64 and JTTP 4-06.

Performance Steps

1. Direct evacuation of remains and records at a CP.
 - a. Identify number of remains to be evacuated.
 - b. Coordinate with higher headquarters for transportation.
2. Check the Convoy List of Remains, DD Form 1075, and copies against the remains being evacuated for accuracy.
3. Place remains in human remains pouch or the center of the shrouding material.
4. Check evacuation tags for agreement, accuracy, and completeness.
5. Check identification tags around the neck of the remains for agreement.
6. Check tags on personal effects bag with the same name of remains or evacuation number.
7. Ensure personal effects bag is secure to the wrist or other suitable areas of the remains.
8. Direct loading of remains on transportation vehicles.
 - a. Load remains on military transportation.
 - b. Observe and correct personnel who do not show respect and reverence when handling the remains.
 - c. Ensure remains are securely fastened in the vehicle to avoid sliding or shifting while in transit.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual remains.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Directed evacuation of remains and records from a CP. <ol style="list-style-type: none"> a. Identified number of remains to be evacuated. b. Coordinated transportation with higher headquarters. 	—	—
2. Checked the Convoy List of Remains, DD Form 1075, and copies against the remains being evacuated for accuracy.	—	—
3. Placed remains in human remains pouch or the center of the shrouding material.	—	—
4. Checked evacuation tags for agreement, accuracy, and completeness.	—	—
5. Checked identification tags around the neck of the remains for agreement.	—	—
6. Checked tags on personal effects bag with the same name of remains or evacuation number.	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
7. Ensured personal effects bag was secured to the wrist or other area of the remains.	—	—
8. Directed loading of remains on transportation vehicles.	—	—
a. Loaded remains on military transportation.		
b. Observed and corrected personnel who did not show respect and reverence when handling the remains.		
c. Ensured remains were securely fastened in the vehicle to avoid sliding or shifting while in transit.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-286
 FM 10-64
 FM 55-1
 FM 55-10
 FM 55-15
 FM 55-17
 FM 55-3
 FM 55-9
 JTTP 4-06

Related

Subject Area 3: MA Decontamination Point

**Direct Mortuary Affairs Decontamination Collection Point (MADCP) Section Operations
101-515-2628**

Conditions: As a Mortuary Affairs NCO assigned to a MADCP team in a theater of operations given personnel, augmentees, organizational equipment, contaminated remains, effects, records, and JTTP 4-06.

Standards: Direct MADCP Section Operations IAW JTTP 4-06

Performance Steps

1. Ensure your team members are trained, equipped, and mission capable:
 - a. Ensure all team members have current shot records and vaccinations.
 - b. Ensure all team members are trained to perform the duties of all MADCP sections.
 - c. Ensure all team members have all serviceable individual equipment.
 - d. Ensure all vehicles are mission capable and all organizational equipment is serviceable.
 - e. Ensure all required supplies are on hand and resupply plans are established.
2. Direct one or more of the following MADCP section operations:
 - a. Direct personnel to receive remains at a MADCP Dismount Site (see task # 101-515-1707).
 - b. Direct personnel to process remains at a MADCP Reception Station (see task # 101-515-1210).
 - c. Direct Personnel to process remains at a MADCP Wash/Rinse Station (see task # 101-515-1708).
 - d. Direct personnel to process remains at a MADCP Detection/Quality Control Station (see task # 101-515-1212).
 - e. Direct personnel to process remains at a MADCP Release Station (see task # 101-515-1213).
3. Maintain communication with higher headquarters at all times:
 - a. Keep the commander updated on all operational statistics.
 - b. Keep your team informed at all times of anything that may affect the mission.
 - c. Stay alert for rapidly changing situations that could place your team at even greater risk.
 - d. Know when and where all deliberate personnel and vehicle decontamination operations are occurring through out your AOR, and protect your team from prolonged exposure to hazards.
 - e. Know all possible evacuation routes, options, and alternate defense plans.

Evaluation Preparation: Use a predetermined site complete with an operational MADCP. Provide the soldier with required personnel, equipment, and supplies to perform the task. For training purposes a mannequin will be used; however, the mannequin is to be treated as actual remains.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured team members were trained, equipped, and mission capable.	—	—
2. Directed MADCP section operations.	—	—
3. Maintained communications with higher headquarters at all times.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

AR 638-2
FM 3-4
FM 3-5
JTTP 4-06
USAEHA TG 195

Related

Subject Area 4: Theater Mortuary Evacuation Point

Direct Preparation of TMEP Case File

101-515-2701

Conditions: As a Theater Mortuary Evacuation Point (TMEP) section chief you are directing the preparation of TMEP case files given a section, a case file folder (one per remains), all applicable documents, and JTTP 4-06.

Standards: Direct the preparation of a TMEP case file IAW JTTP 4-06.

Performance Steps

1. Direct preparation of case file folder documents at the Receiving Section of TMEP:
 - a. Ensure off loaded remains match the Convoy List of Remains of Deceased Personnel (DD Form 1075), seal numbers on pouch, collection point evacuation tags, and case file.
 - b. Ensure collection point evacuation tags are removed, placed in case file, and replaced with TMEP evacuation tags.
 - c. Ensure log book entry is based on convoy list data and name data labels are prepared for each case file folder.
 - d. Ensure case file is hand carried to Processing Section NCOIC.
2. Direct preparation of case file folder documents at the Processing Section of TMEP:
 - a. Ensure Certificate of Death Overseas (DD Form 2064) is present and complete. No remains will leave the theater with out a signed DD Form 2064.
 - b. Ensure Field Medical Card (DD Form 1380) is removed and placed in case file.
 - c. Ensure TMEP evacuation tags are attached to remains and pouch.
 - d. Ensure Military Operations Record of Personal Effects of Deceased Personnel (DD Form 1076) and Record of Identification Processing; Fingerprint Chart (DD Form 894) are completed.
 - e. Ensure all documents match remains and have TMEP evacuation number on upper right corner.
 - f. Ensure refrigeration trailer number is annotated on front of case file folder if remains must be stored prior to being moved to Shipping Section of TMEP.
 - g. Ensure case file is inspected by the Quality Control Section and hand carried to the Administration Section NCOIC.
3. Direct the preparation of case file folder documents at the Administration Section of TMEP:
 - a. Ensure case file received from the Processing Section, Quality Control Station, is inspected for accuracy.
 - b. Ensure Alpha Index Card with name data, SSN, TMEP evacuation number, and additional remarks about remains is prepared (one for each remains).
 - c. Ensure the following transportation documents are prepared:
 - (1) DD Form 1384 (Transportation Control and Movement Document).
 - (2) DD Form 1387 (Military Shipment Label).
 - (3) DD Form 1387-2 (Special Handling Data/Certification).
 - (4) DD Form 1907 (Signature and Talley Record).
 - d. Ensure that a duplicate case file is prepared for TMEP records and the original case file is hand carried to the Shipping Section NCOIC.
 - e. Ensure a signed copy of DD Form 1907 is placed in the duplicate case file after the remains have been delivered to the airfield.

Evaluation Preparation: Use a predetermined site and provide the soldier with all the required materials and equipment. Tell the soldier that a mannequin or skeletal remains will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeletal remains as though they were actual remains.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Directed preparation of case file folder documents at the Receiving Section of TMEP: <ul style="list-style-type: none"> a. Ensured DD Form 1075, seal numbers, collection point evacuation tags, and case file matched remains being off loaded. b. Ensured collection point evacuation tags were placed in case file and replaced with TMEP evacuation tags. c. Ensured log book entry was based on convoy list data and name data labels were prepared for each case file folder. d. Ensured case file was hand carried to Processing Section NCOIC. 	—	—
2. Directed preparation of case file folder documents at the Processing Section of TMEP: <ul style="list-style-type: none"> a. Ensured DD Form 2064 was present, completed, and signed. b. Ensured DD Form 1380 was placed in case file. c. Ensured TMEP evacuation tags were attached to remains and pouch. d. Ensured DD Forms 1076 and 894 were completed. e. Ensured all documents matched remains and had TMEP evacuation number on upper right corner. f. Ensured refrigeration trailer number was annotated on front of case file folder, if applicable. g. Ensured case file was inspected by Quality Control Station and hand carried to Administration Section NCOIC. 	—	—
3. Directed the preparation of case file folder documents at the Administration Section of TMEP: <ul style="list-style-type: none"> a. Ensured case file received from Processing Section, Quality Control Station, was inspected for accuracy. b. Ensured Alpha Index Card with name data, SSN, TMEP evacuation number, and additional remarks was prepared. c. Ensured transportation documents DD Forms 1384, 1387, 1387-2 and AF Form 127 were prepared. d. Ensured a duplicate case file was prepared for TMEP records and the original case file was hand carried to the Shipping Section NCOIC. e. Ensured a signed copy of AF Form 127 was placed in duplicate case file after remains were delivered to the airfield. 	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related

Direct Receipt of Remains, Effects, and Records at a TMEP
101-515-2622

Conditions: You are working in the receiving section of a theater mortuary evacuation point (TMEP). Your NCOIC instructs you to direct the receipt of remains, effects, and records at a theater mortuary evacuation point. Given DD Forms 567, 1075, and 1076, litter stands, litters, remains pouch (one per remains), personal effects bag (one per remains), heavy-duty rubber gloves, surgical gloves, surgical smock or gown.

Standards: Ensure receipt of remains complies with AR 638-2, FM 10-286 and JTTP 4-06.

Performance Steps

1. Direct the establishment of a theater mortuary evacuation point.
 - a. Coordinate with S2/S3 for general location.
 - b. Coordinate with S4 for additional supplies and equipment.
 - c. Coordinate with S1 for the theater SITREP.
 - d. Check maps to determine which areas would have an available transit site, such as airport facilities, shipping dock, and/or rail system.
2. Calculate the square footage of space requirements for administrative, security and storage area.
3. Select and record the theater mortuary evacuation point's location.
4. Direct the placement of structures and placement of equipment.
 - a. Determine where the processing area should be located.
 - (1) Choose a site that has access to -
 - (a) AMC operations.
 - (b) Transportation.
 - (c) Special cargo or special handling areas.
 - (d) To and from all flight lines and helipads.
 - (e) Existing facilities.
 - (f) Temporary fixed facilities such as trailers, refrigerator vans, and cold storage units.
 - (g) Existing road network capable of handling a large flow of traffic.
 - (2) Locate the TMEP close to an aerial port of embarkation.
 - b. Develop a site layout plan which shows the location of:
 - (1) Vehicle and helicopter traffic flow.
 - (2) Helipad.
 - (3) Parking area.
 - (4) Refrigerator containers.
 - (5) Electrical power source.
 - (6) Water support.
 - (7) Communications.
 - (8) Ordnance and explosive dumps.
 - (9) Waste disposal (regular and hazardous according to OSHA standards)
 - (10) Supply, equipment and publication storage areas.
 - (11) Medical supplies and equipment.
 - (12) Laundry facilities.
 - (13) Shower and hygiene facilities.
 - (14) Morale and welfare facilities.
 - c. Layout TMEP in four sections (Receiving, Processing, Administrative, and Shipping).
 - d. Select an area for erecting screening material.
 - e. Select an entrance for vehicular traffic.
 - f. Select an area for storing equipment.
 - g. Determine the placement of bivouac area.

Performance Steps

5. Direct the receipt of remains, effects and records.
 - a. Assign personnel to receive remains.
 - b. Ensure personnel interview escort delivering remains.
 - c. Ensure personnel verify the presence of remains and personal effects.
 - d. Ensure personnel obtain DD Form 1075 from the driver or escort.
 - e. Ensure personnel review DD For 1075 for accuracy.
 - f. Ensure personnel check off remains on DD Form 1075, as remains are being off-loaded.
 - g. Ensure personnel sign DD Form 1075 after verification of remains.
 - h. Ensure personnel review DD Form 567 for discrepancies.
 - i. Ensure personnel inspect recovery documents for accuracy.
 - j. Ensure personnel compare all recovery information.
 - k. Ensure personnel verify receipt of personal effects, if DD Form 1076 is present.
 - l. Ensure personal effects are safeguarded.
 - m. Ensure personnel verify seal number on the remains pouch, evacuation tag and case file folder.
 - n. Ensure logbook entry is recorded based on the convoy list data.
 - o. Ensure personnel record name data on case file folder.
 - p. Ensure personnel record location of remains onto case file folder.
 - q. Ensure personnel record collection point evacuation tags, if present, and place them in case file folder.
 - r. Ensure personnel place one TMEP evacuation in the case file folder.
 - s. Ensure personnel place one TMEP evacuation tag on remains.
6. Ensure the following information is recorded in the theater mortuary evacuation point logbook:
 - a. Operating organization.
 - b. Location of remains.
 - c. Date of Report.
 - d. Evacuation number.
 - e. Time received.
 - f. Deceased information - name, SSN, branch of service.
 - g. Evacuation date.
 - h. Transfer case number.
 - i. Mission number.
 - j. Aircraft tail number.
 - k. Depart time.
 - l. Destination.
 - m. Processing remarks.
 - (1) Delivered by.
 - (2) SSN.
 - (3) Unit.
7. Direct personnel to examine the remains for identification media.
 - a. Ensure personnel check the U.S. Field Medical Card (DD Form 1380) to determine the date and cause of death, and to see if it is in agreement with the remains.
 - b. Ensure personnel check the DD Form 1380 to see if medical personnel signed it.
 - c. Ensure personnel remove DD Form 1380 and place in case file folder.
 - d. Ensure personnel verify that paperwork matches remains and TMEP evacuation number.
 - e. Ensure personnel record TMEP evacuation number on all paperwork.
8. Direct transfer of remains, effects and records to the processing area.

Evaluation Preparation: Setup: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that several mannequins will be used in place of deceased soldiers for training purposes. The soldier should treat the mannequins as though they were actual fatalities.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Directed the establishment of a theater mortuary evacuation point.	—	—
a. Coordinated with S2/S3 for general location.		
b. Coordinated with S4 for additional supplies and equipment.		
c. Coordinated with S1 for the theater SITREP.		
d. Checked maps to determine which areas would have an available transit site, such as airport facilities, shipping dock, and/or rail system.		
2. Calculated the square footage of space requirements for administrative, security and storage area.	—	—
3. Selected and recorded the theater mortuary evacuation point's location.	—	—
4. Directed the placement of structures and placement of equipment.	—	—
a. Determined where the processing area should be located.		
b. Developed a site layout plan which showed the location of:		
(1) Vehicle and helicopter traffic flow.		
(2) Helipad.		
(3) Parking area.		
(4) Refrigerator containers.		
(5) Electrical power source.		
(6) Water support.		
(7) Communications.		
(8) Ordnance and explosive dumps.		
(9) Waste disposal (regular and hazardous according to OSHA standards)		
(10) Supply, equipment and publication storage areas.		
(11) Medical supplies and equipment.		
(12) Laundry facilities.		
(13) Shower and hygiene facilities.		
(14) Morale and welfare facilities.		
c. Laid out TMEP in four sections (Receiving, Processing, Administrative, and Shipping).		
d. Selected an area for erecting screening material.		
e. Selected an entrance for vehicular traffic.		
f. Selected an area for storing equipment.		
g. .Determined the placement of bivouac area.		
5. Directed the receipt of remains, effects and records.	—	—
a. Assigned personnel to receive remains.		
b. Ensured personnel interviewed escort delivering remains.		
c. Ensured personnel verified the presence of remains and personal effects.		
d. Ensured personnel obtained DD Form 1075 from the driver or escort.		
e. Ensured personnel reviewed DD For 1075 for accuracy.		
f. Ensured personnel checked off remains on DD Form 1075, as they were being off-loaded.		
g. Ensured DD Form 1075 was signed after verification of remains was made.		
h. Ensured DD Form 567 was reviewed for discrepancies.		
i. Ensured all recovery documents were reviewed.		
j. Verified receipt of personal effects if DD Form 1076 was present.		
k. Verified seal number on the remains pouch, evacuation tag and case file folder.		
l. Ensured personal effects were safeguarded.		
m. Ensured personnel recorded logbook entry based on the convoy list data.		
n. Ensured name and location of remains were recorded on case file folder.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
o. Ensure personnel removed collection point evacuation tags, if present, and placed them in case file folder.		
p. Ensured one TMEP evacuation tag was placed on remains.		
q. Ensured one TMEP evacuation tag was placed on remains pouch.		
6. Ensured information was recorded in the TMEP logbook (Suggested Format):	—	—
a. Operating organization.		
b. Location of remains.		
c. Date of Report.		
d. Evacuation number.		
e. Time received.		
f. Deceased information - name, SSN, branch of service.		
g. Evacuation date.		
h. Transfer case number.		
i. Mission number.		
j. Aircraft tail number.		
k. Depart time.		
l. Destination.		
m. Processing remarks.		
7. Directed personnel to examine the remains for identification media.	—	—
a. Ensured that U.S. Field Medical Card (DD Form 1380) was checked to determine the date and cause of death, and to see if it was in agreement with the remains.		
b. Ensured that DD Form 1380 was signed by medical personnel.		
c. Ensured that DD Form 1380 was placed into case file folder.		
d. Verified that paperwork matched remains and TMEP evacuation number.		
e. Verified that TMEP evacuation number was recorded on all paperwork.		
8. Directed transfer of remains, effects, records and case file to the processing area.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-286
 JTTP 4-06

Related
 FM 3-100
 FM 3-3
 FM 3-4
 FM 3-5
 FM 3-7
 FM 3-9
 USAEHA TG 195
 USAF 463L

Direct Processing of Remains, Effects, and Records at a TMEP
101-515-2623

Conditions: Your section chief has given you the responsibility to direct the processing of remains at the processing section in a theater mortuary evacuation point. Given transfer case, litter stands, litters, heavy duty rubber gloves, surgical gloves, surgical smock or gown, remains pouches, personal effects bag, AR 638-2, FM 10-286, JTTP 4-06, DD Forms 565, 894, 1076, 1380, and 2064.

Standards: You must direct the processing of remains at a theater mortuary evacuation point IAW AR 638-2, JTTP 4-06, and FM 10-286.

Performance Steps

1. Direct the processing of remains, effects and records.
 - a. Receive case folder from receiving section.
 - b. Review case folder for completeness and accuracy.
 - c. Verify that all paperwork and TMEP evacuation tags match remains.
 - d. Verify that DD Form 2064 is present.

NOTE: If no DD Form 2064 is present, prepare one using the available information. Request a medical doctor view the remains and sign the DD Form 2064. No remains will leave the theater without a completed DD Form 2064.

2. Ensure personnel examine the remains for identification media.
 - a. Ensure personnel check the Field Medical Card to see if medical personnel signed it.
 - b. Ensure personnel check the information on the medical card to make sure it agrees with the remains.
 - c. Ensure personnel search remains, clothing, and equipment for explosives.

NOTE: If it is safe to remove the explosives, put them into an explosive container. If it is unsafe to remove them, take the remains outside and have the EOD personnel remove any questionable explosives.

- d. Ensure personnel move any load carrying field gear bearing identification markings with the remains.
 - e. Ensure personnel search remains' clothing and equipment for personal effects and identification media that may have been overlooked.
 - f. Ensure personnel complete DD Form 1076.
 - g. Ensure personnel place personal effects in personal effects bag.
 - h. Ensure personnel attach personal effects bag to the remains.
 - i. Ensure personnel place original copy of DD Form 1076 into case folder.

3. Determine if fingerprints must be taken prior to evacuation. (See Task # 101-515-1644)
 - a. Check remains to determine if they are in an advanced state of decomposition, and if fingerprints can be obtained.
 - b. Ensure personnel clean and dry fingers of the remains.
 - c. Ensure personnel complete DD Form 894 and place it in TMEP case file folder.

4. Examine the identification media recorded on DD Form 565.
 - a. Check the means used in identifying the remains.
 - b. Check the statement of recognition to determine how the remains were identified, and length of time the person making the statement knew the deceased.
 - c. Check to ensure the statements were verified and signed.

5. Direct additional processing.
 - a. Check available identification media, and ensure sufficient identification data are recorded.
 - b. Contact personnel to complete statements of recognition if not previously prepared.
 - c. Ensure fragmented remains are laid out anatomically to determine if any portions are missing or if there were any portions in addition to those associated with the principal remains.

Performance Steps

6. Ensure personnel prepare a folder for records to be forwarded with the remains.
7. Ensure personnel file the records in the folder that will accompany the remains.
8. Ensure mortuary affairs personnel comply with sanitary measures concerning the processing, preparation and shipment of remains, according to state, federal, and foreign health and transportation laws.
9. Check to ensure clothing is not removed from remains.
10. Ensure personnel place remains into transfer case.
11. Direct transfer of remains, effects, and records to the administrative area.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that several mannequins will be used in place of deceased soldiers for training purposes. The soldier should treat the mannequins as though they were actual fatalities.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed the processing of remains, effects and records.	_____	_____
a. Received case folder from receiving section.		
b. Reviewed case folder for completeness and accuracy.		
c. Verified that all paperwork and TMEP evacuation tags matched the remains.		
d. Verified that DD Form 2064 was present.		
2. Ensured personnel examined the remains for identification media.	_____	_____
a. Checked the Field Medical Card to see if medical personnel signed it.		
b. Checked the information on the medical card to make sure it was in agreement with data obtained from examination of the remains.		
c. Ensured personnel searched remains, clothing, and equipment for explosives.		
d. Ensured personnel moved any load carrying field gear bearing identification markings with the remains.		
e. Ensured personnel searched remains' clothing and equipment for personal effects and identification media that might have been overlooked.		
f. Ensured personnel completed DD Form 1076.		
g. Ensured personnel placed personal effects in personal effects bag.		
h. Ensured personnel attached personal effects bag to the remains.		
i. Ensured personnel placed original copy of DD Form 1076 into case folder.		
3. Determined if fingerprints had to be taken prior to evacuation.	_____	_____
a. Checked remains to determine if they were in an advanced state of decomposition, and if fingerprints could be obtained.		
b. Ensured personnel cleaned and dried fingers of the remains thoroughly.		
c. Ensured personnel completed DD Form 894 and placed in TMEP case file folder.		
4. Examined the identification media recorded on DD Form 565.	_____	_____
a. Checked the means used to tentatively identify the remains.		
b. Checked the statement of recognition to determine how the remains were identified, and length of time the person making the statement knew the deceased.		
c. Checked to ensure the statements were verified and signed.		
5. Directed additional processing.	_____	_____

Performance Measures	<u>GO</u>	<u>NO GO</u>
a. Checked available identification media and ensured sufficient identification data were recorded.		
b. Contacted personnel to complete statements of recognition if not previously prepared.		
c. Ensured fragmented remains were laid out anatomically to determine if any portions were missing or if there were portions in addition to those associated with principal remains.		
6. Ensured personnel prepared a folder for records to be forwarded with the remains.	—	—
7. Ensured personnel filed the records in the folder that would accompany the remains.	—	—
8. Ensured mortuary affairs personnel complied with sanitary measures concerning the processing, preparation and shipment of remains, according to state, federal, and foreign health and transportation laws.	—	—
9. Checked to ensure clothing was not removed from remains.	—	—
10. Ensured personnel placed remains into transfer case.	—	—
11. Directed transfer of remains, effects and records to the administrative area.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-286
 JTTP 4-06

Related

**Direct Shipment of Remains, Effects, and Records From a TMEP
101-515-2624**

Conditions: You are working in the shipping section of a Theater Mortuary Evacuation Point (TMEP). You have been placed in charge of preparing and shipping remains. Remains have been processed, and your NCOIC instructs you to direct the preparation of remains for shipment.

Materials required: Transfer case, activated desiccant, plastic sheeting or plastic bag, heavy duty rubber gloves, surgical gloves, surgical smock or gown, metal seal and shipping label.

Standards: Ensure shipment process for remains complies with AR 638-2, FM 10-286 and Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations (JTTP) 4-06.

Performance Steps

1. Direct evacuation of remains.
 - a. Ensure remains are correctly wrapped.
 - b. Ensure a plastic sheet is wrapped and fastened around the remains.
 - c. Ensure the plastic sheet or bag covering the remains is correctly sealed.
2. Place documents in the shipping container.
 - a. Ensure the documents are secured.
 - b. Ensure the documents are placed inside manila envelope or folder.
 - c. Ensure the documents are secured and placed inside the shipping container
3. Place activated desiccant inside the shipping container.
4. Place seals and shipping labels on the shipping container.
 - a. Ensure that seals are placed on the shipping container.
 - b. Ensure information on the shipping labels is accurate and legible.
 - c. Ensure the shipping labels are taped to the top of the shipping container.
5. Load shipping containers.
 - a. Identify number of containers to be loaded for transporting.
 - b. Ensure remains are handled in a reverent manner.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment.

Tell the soldier that mannequins will be used in place of deceased soldiers for training purposes. The soldier should treat the mannequins as though they were actual remains.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed evacuation of remains.	___	___
a. Ensured remains were correctly wrapped.		
b. Ensured the plastic sheet was wrapped and fastened around the remains.		
c. Ensured the plastic sheet or bag covering the remains was correctly sealed.		
2. Placed documents in shipping container.	___	___
a. Ensured documents were secured.		
b. Ensured documents were placed inside a manila envelope or folder.		
c. Ensured documents were secured and placed inside the shipping container.		
3. Placed activated desiccant inside the shipping container.	___	___
4. Placed seals and shipping labels on the shipping container.	___	___

Subject Area 5: Personal Effects Depot

**Direct Preparation of PE Depot Case File
101-515-2702**

Conditions: You are a Mortuary Affairs Sergeant directing the preparation of Personal Effects Depot (PE Depot) Case Files given a PE Depot detail, JTTP 4-06, and all applicable documents.

Standards: Direct the preparation of a Personal Effects Depot Case File IAW JTTP 4-06.

Performance Steps

1. Establish a case file for each package of personal effects received.
2. Ensure appropriate entries to the Personal Effects Log Book are made.
 - a. Assign an evacuation number for all packages.
 - (1) Record a numerically sequenced case number.
 - (2) Record the location of the TMEP.
 - (3) Record the number of packages containing PE for each individual.
 - b. Ensure evacuation number is recorded on the case file folder and all inventory sheets or DD Form 1076.
3. Ensure an evacuation tag is secured to each package.
4. Ensure a plastic packing list envelope is placed on each package.
5. Ensure a copy of the inventory sheet for each package is placed inside the envelope.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual remains.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Established a case file for each package of personal effects received.	_____	_____
2. Ensured appropriate entries were made to the Personal Effects Log Book. <ol style="list-style-type: none"> a. Ensured evacuation number was assigned for all packages. b. Ensured evacuation number was on case file folder and inventory sheets or DD Form 1076. 	_____	_____
3. Ensured an evacuation tag was secured to each package.	_____	_____
4. Ensured a plastic packing list was placed on each package.	_____	_____
5. Ensured a copy of the inventory sheet for each package was placed inside the envelope.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related

Direct the Receipt of PE and Records at a PE Depot
101-515-2625

Conditions: You are working as a member of a PE Depot. Given the Receiving Section of a PE Depot, AR 638-2, JTTP 4-06, DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel), personal effects, records, and a secured area to store the personal effects and records.

Standards: Direct the receipt of personal effects and records at a PE Depot IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Ensure the organizational representative delivering the personal effects and records is escorted to the Receiving Section of the PE Depot and receipt of effects is documented in the logbook.
2. Obtain the DD Form 1076 and direct the establishment of a case file folder bearing the name, rank, SSN, branch of service and case number for the deceased or missing person.

NOTE: The case number is the sequential number followed by the current calendar date. It will be annotated on the upper right corner of all documents associated with the personal effects case file.

3. Direct the following steps to conduct a joint inventory to verify and account for the personal effects:
 NOTE: Personal effects are to be safeguarded at all times to prevent theft or loss.
 - a. Ensure all U.S. and foreign monetary funds that exceed \$20 into a U.S. Treasury Check. Store in a safe with official personal papers in an individual container.
 - b. Ensure the segregation, securing, and storage of all high dollar value items.
 - c. Coordinate with higher command to receive disposition instructions for oversized items.
 - d. Ensure the removal of all ordnance, explosives, and flammable items. Dispose of these items appropriately.
 - e. Ensure the removal of organizational equipment. Ensure these items are forwarded to the appropriate supply activity.
 - f. Ensure a memorandum is prepared for the removal and placed it in the case file.
 - g. Coordinate the return of allied and enemy personal effects through command channels.

4. Ensure discrepancies are recorded on the DD Form 1076. If a discrepancy is discovered, initiate an investigation.

NOTE: If discrepancies can not be resolved internally the case will be turned over to criminal investigators. Monitor the progress of the investigation until it is resolved.

5. Ensure the correct status (i.e. deceased or missing) is obtained for each package and separate the packages of personal effects accordingly.
6. Process and store personal effects until shipped to the Person Eligible to Receive Effects (PERE).

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured the organizational representative was escorted and logged.	—	—
2. Directed the establishment of a case file and obtained the DD Form 1076.	—	—
a. Directed a joint inventory to verify and account for the personal effects.		
b. Ensured discrepancies were recorded on the DD Form 1076 and initiated an investigation is necessary.		
c. Ensured personal effects packages were separated according to status of individual.		
d. Ensured personal effects were processed and stored until shipped to PERE.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related

Direct Processing of PE and Records at a PE Depot
101-515-2626

Conditions: You have been placed in charge of processing personal effects at a personal effects depot. Personal effects have been received, and your NCOIC has instructed you to direct the processing. Given a layout plan, receiving table, personal effects bin, security cage, field safe, cabinet or security container, bins for holding personal effects, completed DD Form 1076 from unit, blank DD Form 1076, DA Form 54, DA Form 3161(Temporary Hand Receipt), Certificate of Destruction, AR 638-2 and JTTP 4-06.

Standards: Ensure processing of personal effects complies with AR 638-2.

Performance Steps

1. Assign team(s) to check the effects of deceased personnel against accompanying records immediately upon receipt.
2. Brief personnel on processing procedures.
3. Make a joint follow-up inventory using DD Form 1076.
4. Investigate shortages immediately.
5. Ensure all items are retained in the depot for disposition instructions.
6. Direct the documentation of items withdrawn.
 - a. Ensure personnel record government issue items or property withdrawn and include a full description such as make, model, and serial number.
 - b. Ensure personnel record clothing and equipment withdrawn on DA Form 3161.
 - c. Ensure personnel record items prohibited for shipment such as ammunition and other explosive or flammable items on a Certificate of Destruction.
 - d. Ensure personnel place the original Certificate of Destruction of items withdrawn in the case file.
7. Direct the cleaning of personal effects and property.
 - a. Ensure effects are checked to determine the amount of cleaning needed.
 - b. Ensure all soiled items are removed; dry cleaned, laundered, or washed.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that mannequins will be used in place of deceased soldiers for training purposes. The soldier should treat the mannequins as though they were actual remains.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Assigned team(s) to check the effects of deceased personnel against accompanying records immediately upon receipt.	—	—
2. Briefed personnel on processing procedures.	—	—
3. Made a joint follow-up inventory using DD Form 1076.	—	—
4. Investigated shortages immediately.	—	—
5. Ensured all items are retained in the depot for disposition instructions.	—	—
6. Directed the documentation of items withdrawn. <ol style="list-style-type: none"> a. Ensured personnel recorded government issue items or property and included a full description such as make, model, and serial number. 	—	—

Performance Measures

GO **NO GO**

- b. Ensured personnel recorded clothing and equipment withdrawn on DA Form 3161.
 - c. Ensured personnel recorded items prohibited for shipment such as ammunition and other explosive or flammable items on a Certificate of Destruction.
 - d. Ensured personnel placed the original Certificate of Destruction of items withdrawn in the case file.
7. Directed the cleaning of personal effects and property.
- a. Ensured effects were checked to determine the amount of cleaning needed.
 - b. Ensured all soiled items were removed; dry cleaned, laundered, or washed.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related

Direct Shipment of Effects and Records From a PE Depot

101-515-2355

Conditions: You are assigned to a personal effects depot. Your OIC has directed you to perform the duties of the Section Chief. You have been instructed by the detachment commander to direct the shipment of personal effects. Given a receiving table, personal effects bin, security cage, field safe, cabinet or security container, Bins for holding personal effects, crates, fiber-boxes, banding material, banding machine, bands, crimps, band compressor, shipping documents, packing materials, shipping labels, DD Form 1076 and DA Form 54.

Standards: Direct shipment of effects without error according to AR 638-2 and JTTP 4-06.

Performance Steps

1. Direct the packing preparations of personal effects for shipment.
 - a. Make sure all effects are gathered.
 - b. Have all effects placed on a worktable to inventory.
 - c. Determine proper type and size of container is selected for packing effects.
2. Direct the construction of crates and/or select proper size containers for personal effects.
3. Conduct a study of each case of personal effects to determine the size of container and protection required.
4. Ensure containers are well constructed.
5. Determine packing materials needed.
 - a. Identify items that are fragile and need special packing material.
 - b. Review available packing material types.
6. Direct the placement of personal effects in container.
 - a. Ensure fragile items are protected.
 - b. Ensure clothing and materials are neatly folded.
 - c. Ensure inventory list (DA Form 54 or DD Form 1076) is placed on top of personal effects.
7. Determine binding material needed.
8. Ensure containers are ready for shipping.
 - a. Verify contents.
 - b. Verify container information is IAW AR 638-2
 - c. Verify containers are marked with correct shipping information.
 - d. Verify boxes are taped.
 - e. Verify crates are banded.
 - f. Verify movement times to shipping area.
9. Ensure containers are moved to shipping area.
 - a. Review case file folders.
 - b. Maintain disposition records of shipments.
 - c. Ensure crates meet overseas shipping requirements.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Directed the packing preparations of personal effects for shipment.	—	—
a. Ensured all effects were gathered.		
b. Inventoried all effects.		
c. Identified proper type and size container for effects.		
2. Directed the construction of crates and/or selected proper size containers for personal effects.	—	—
3. Conducted a study of each case of personal effects and determined the required size of container and protection required.	—	—
4. Had container constructed well.	—	—
5. Determined availability of appropriate packing materials.	—	—
6. Directed placement of personal effects in container.	—	—
a. Ensured fragile items were protected.		
b. Ensured clothing and material was neatly folded.		
c. Ensured inventory list was placed on top of personal effects.		
7. Determined binding material needed.	—	—
8. Ensured container was ready for shipment.	—	—
a. Verified contents.		
b. Verified container and correct shipping information.		
c. Verified boxes were taped and crates banded.		
d. Verified movement to shipping area.		
9. Ensured containers were moved to shipping areas.	—	—
a. Reviewed case file.		
b. Maintained disposition records of shipment.		
c. Ensured crates met overseas shipping requirements.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related

Subject Area 6: Interment/Disinterment

**Direct Preparation of Interment Case File
101-515-2703**

Conditions: Your NCOIC has directed you to ensure all documents pertaining to the remains are inserted into a case file folder. Given a blank case file folder for interred remains and JTTP 4-06.

Standards: Ensure case file folder is prepared IAW JTTP 4-06.

Performance Steps

1. Ensure there is a case file initiated for each remains.
2. Ensure file label includes interment processing number, name, rank, SSN, and branch of service.
NOTE: Include any documentation generated at the collection point as part of the interment case file.
 - a. Interment processing number.
 - b. Name.
 - c. Rank
 - d. SSN.
 - e. Branch of Service.
3. Ensure all completed forms are placed in the case folder.
 - a. DD Form 1079 (Interment/Disinterment Register).
 - b. DD Form 1076.
 - c. DD Form 894.
4. Ensure all forms and records are hand carried to the Joint Mortuary Affairs Officer (JMAO) by special courier.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured there was a case file initiated for each remains.	—	—
2. Ensured file had a complete label. <ol style="list-style-type: none"> a. Interment processing number. b. Name. c. Rank d. SSN. e. Branch of Service. 	—	—
3. Ensured all completed forms were placed in the case folder. <ol style="list-style-type: none"> a. DD Form 1079 (Interment/Disinterment Register). b. DD Form 1076. c. DD Form 894. 	—	—
4. Ensured all forms and records were hand carried to the JMAO by special courier.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 10-64

Related

References
Required
JTTP 4-06

Related

Direct Receipt of Remains at an Interment Site
101-515-2611

Conditions: You are the mortuary affairs section chief working at an interment site. Your NCOIC has placed you in charge of receiving and processing remains delivered to the interment site. Given human remains pouch, sawhorses, litters, blank DD Forms 1076 and 1079, and completed DD Forms 567 and 1075.

Standards: Verify search and recovery documents and conduct follow-up inventory of remains and personal effects IAW FM 10-64, FM 10-286, and JTTP 4-06.

Performance Steps

1. Direct receipt of remains at an interment site.
2. Inspect documents evacuated with the remains for accuracy and completeness.
 - a. Check DD Form 567 for discrepancies.
 - b. Check recovery site sketch for discrepancies.
 - c. Check sketch with the map for discrepancies.
 - d. Compare each remains with the names listed on DD Form 1075 as remains are unloaded.
3. Direct inventory of personal effects.
 - a. Check remains to determine if all personal effects are accounted for.
 - b. Compare inventory list on DD Form 1076 with the items present in the personal effects bag.
 - c. Correct any discrepancies found on DD Form 1076.
4. Safeguard personal effects.
 - a. Place items in personal effects bag.
 - b. Place original and one copy of DD Form 1076 in personal effects bag and retains one file copy.
 - c. Seal bag.
 - d. Record seal number.
5. Direct registration of each remains received at the interment site on DD Form 1079.
6. Check information on DD Form 1079 for accuracy and completeness.
 - a. Ensure each of the remains received at the temporary interment site is recorded on DD Form 1079.
 - b. Ensure individual processing numbers assigned to each remains or group of remains are entered on DD Form 1079.
 - c. Check information on DD Form 1079 for discrepancies.
7. Direct processing of remains for identification.
 - a. Photograph remains when required.
 - b. Fingerprint all remains.
 - c. Footprint those remains on aviation status, when required.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual remains.

Performance Measures

1. Inspected documents evacuated with the remains for accuracy and completeness.
 - a. Checked DD Form 567 for discrepancies.
 - b. Checked recovery site sketch for discrepancies.

GO NO GO

Performance Measures	<u>GO</u>	<u>NO GO</u>
<ul style="list-style-type: none"> c. Checked sketch with the map for discrepancies. d. Compared each remains with the names listed on DD Form 1075 as the remains were unloaded. 	—	—
<ul style="list-style-type: none"> 2. Directed inventory of personal effects. <ul style="list-style-type: none"> a. Checked remains to determine if all personal effects were accounted for. b. Compared inventory list on DD Form 1076 with the items present in the personal effects bag. c. Corrected any discrepancies found on DD Form 1076.. 	—	—
<ul style="list-style-type: none"> 3. Safeguarded personal effects. <ul style="list-style-type: none"> a. Placed items in personal effects bag. b. Placed original and one copy of DD Form 1076 in personal effects bag and retained one file copy. c. Sealed bag. d. Recorded seal number. 	—	—
<ul style="list-style-type: none"> 4. Directed registration of each remains received at the interment site on DD Form 1079. 	—	—
<ul style="list-style-type: none"> 5. Checked information on DD Form 1079 for accuracy and completeness. <ul style="list-style-type: none"> a. Ensured each of the remains received at the temporary interment site was recorded on DD Form 1079. b. Ensured individual processing numbers assigned to each remains or group of remains were entered on DD Form 1079. c. Checked information on DD Form 1079 for discrepancies. 	—	—
<ul style="list-style-type: none"> 6. Directed processing of remains for identification. <ul style="list-style-type: none"> a. Photographed remains when required. b. Fingerprinted all remains. c. Footprinted the remains on aviation status, when required. 	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 FM 10-286
 FM 10-64
 JTTP 4-06
 USAEHA TG 195

Related

Direct Preparation of Remains for Burial at an Interment Site
101-515-2612

Conditions: Remains have been received by your team. As the section chief, your NCOIC has instructed you to process remains received at the interment site. Given blankets, shelter halves, poncho, completed DD Form 1079, stakes, mallet, cord, 100-foot measuring tape, road guide signs, identification tags, hammer, and shovels.

Standards: Direct preparation of remains for interment and verify entries on DD Form 1079 according to FM 10-64 and JTTP 4-06.

Performance Steps

1. Assign processing team.
2. Direct processing of remains.
3. Have interment site personnel meet the personnel transporting the remains.
 - a. Receive necessary documentation from personnel delivering the remains.
 - b. Verify the list as remains are being off-loaded from the vehicles or aircraft.
 - c. Sign for the remains upon verification of all the remains.
 - d. Assign each remains an interment processing number.
 - e. Use one page of DD Form 1079 for each row of ten remains.
 - f. Make sure that the information on DD Form 1079 for the interment site and other records are in agreement.
 - g. Make a final check to ensure that the identification tag fastened to the remains agree with the identification tag on the shroud.
 - h. Ensure that the last name or processing number and SSN agree with the information on DD Form 1079
 - i. Review the entries on DD Form 1079 for completeness and accuracy.
 - j. Make sure all burials in a particular row are properly recorded.
 - k. Ensure last name or processing number of remains is recorded in the space on the chart that corresponds to the number of the grave space in which the remains is interred.
 - l. Have two metal interment tags prepared for each remains received.
 - m. Write or etch the processing number on each tag.
 - n. Attach both tags to the remains. One tag will later be attached to the burial shroud.
 - o. Initiate a case file for each remains.
 - p. Ensure personnel label the case file with the interment processing number, the name, rank, SSN, and branch of service for each remains.
4. Direct fingerprinting of remains.

NOTE: Take footprints for all aviators or flight crew members and photograph remains when required..
5. Lay out skeletal or semi-skeletal remains and record information.

NOTE: Include any documentation generated at the collection point as part of the interment case file.
6. Establish tentative identification based on ID media such as ID tags.
 - a. Ensure blocks 6 through 9 of DD Form 1079 are completed.
 - b. Use "unidentified" in block 6a if tentative identification cannot be established and "undetermined" in blocks 6b through 9.
7. Place personal effects found on the remains in a plastic bag and attach to the remains for interment.
 - a. Place items in personal effects bag.
 - b. Place one copy of DD Form 1076 in personal effects bag.
 - c. Retain one file copy.

Performance Steps

- d. Ensure that the plastic bag is sealed securely.
- e. Do not remove identification tags or ID card from remains
- f. Complete DD Form 894 by printing all printable fingers.
- g. Ensure the DD Form 894 is placed in the case file.
- h. Place the remains in a remains pouch, or wrap with shrouding.
- i. Remove one metal-tag from the remains, and attach it to the outside of the remains pouch or shroud.

8. Assign the next available interment site row and space number, i.e., row 10, space 6, on DD Form 1079, block 10a. and block 10b respectively at the interment site.

NOTE: Enemy, allied, and US Forces will be interred in separate rows to aid in later disinterment operations.

- 9. Determine number and location of open rows.
- 10. Notify personnel in the administration and processing area of numbers and locations of open rows.
- 11. Enter the row and space number on the top right hand corner of DD Form 894, and DD Form 1076.
 - a. Place the remains in the assigned row and space, in a head to foot relationship to the other remains
 - b. Place all completed forms in the case folder.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that mannequins will be used in place of deceased soldiers for training purposes. The soldier should treat the mannequins as though they were actual remains.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Assigned processing team.	—	—
2. Directed processing of remains.	—	—
3. Had interment site personnel meet the personnel transporting the remains. <ul style="list-style-type: none"> a. Received necessary documentation from personnel delivering the remains. b. Verified the list of remains as they were being off-loaded from the vehicles or aircraft. c. Signed for the remains upon verification of all the remains. d. Assigned each remains an interment processing number. e. Used one page of DD Form 1079 for each row of ten remains. f. Made sure that the information on DD Form 1079 for the interment site and other records were in agreement. g. Made a final check to ensure that the identification tag fastened to the remains agreed with the identification tag on the shroud. h. Ensured that the last name or processing number and SSN agreed with the information on DD Form 1079 i. Reviewed the entries on DD Form 1079 for completeness and accuracy. j. Made sure all burials in a particular row were properly recorded. k. Ensured last name or processing number of remains was recorded in the space on the chart that corresponded to the number of the grave space in which the remains was interred. l. Had two metal interment tags prepared for each remains received. m. Wrote or etched the processing number on each tag. n. Attached both tags to the remains. One tag was later attached to the burial shroud. o. Initiated a case file for each remains. 	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
p. Ensured personnel labeled the case file with the interment processing number, the name, rank, SSN, and branch of service for each remains.		
4. Directed fingerprinting of remains.	—	—
5. Laid out skeletal or semi-skeletal remains and recorded information.	—	—
6. Established tentative identification based on ID media such as ID tags.	—	—
a. Ensured blocks 6 through 9 of DD Form 1079 were completed.		
b. Used "unidentified" in block 6a if tentative identification could not be established and "undetermined" in blocks 6b through 9.		
7. Placed personal effects found on the remains in a plastic bag and attached to the remains for interment.	—	—
a. Placed items in personal effects bag.		
b. Placed one copy of DD Form 1076 in personal effects bag.		
c. Ensured that the plastic bag was sealed securely.		
d. Did not remove identification tags or ID card from remains		
e. Completed DD Form 894 by printing all printable fingers.		
f. Ensured the DD Form 894 was placed in the case file.		
g. Placed the remains in a remains pouch, or wrapped with shrouding.		
h. Removed one metal-tag from the remains, and attached it to the outside of the remains pouch or shroud.		
8. Assigned the next available interment site row and space number, i.e., row 10, space 6, on DD Form 1079, block 10a. and block 10b respectively at the interment site.	—	—
9. Determined number and location of open rows.	—	—
10. Notified personnel in the administration and processing area of numbers and locations of open rows.	—	—
11. Entered the row and space number on the top right hand corner of DD Form 894, and DD Form 1076.	—	—
a. Placed the remains in the assigned row and space, in a head to foot relationship to the other remains		
b. Placed all completed forms in the case folder.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
 FM 10-64
 JTTP 4-06
 USAEHA TG 195

Related

Direct Interment of Remains

101-515-2613

Conditions: Remains have been received by your team. As the section chief, your NCOIC has instructed you to conduct the temporary interment of remains. Given blankets, shelter halves, poncho, completed DD Form 1079, stakes, mallet, cord, 100-foot measuring tape, road guide signs, identification tags, hammer, and shovels.

Standards: Direct preparation of remains at interment site, verify entries on DD Form 1079, and direct interment operations according to FM 10-64 and JTTP 4-06.

Performance Steps

1. Request earth-moving equipment from the engineers, if available.
2. Direct the layout of rows.
 - a. Determine the number of rows needed.

NOTE: Multiply the number of remains (10) times number of rows needed.

- b. Ensure rows are laid out according to JTTP 4-06.

3. Direct the digging of rows.
 - a. Dig entire row out to a depth of 3 1/2 feet.
 - b. Use separate row for American, allied and enemy dead, when possible.

4. Direct the opening of the interment site.
 - a. Ensure that each row holds 10 remains, head to foot, lengthwise.
 - b. Ensure personnel dig each row approximately 70 feet long, 3 feet deep, and as wide as the earth moving equipment blade (minimum of 2.5 feet).
 - c. Ensure earth-moving equipment is used, if available.
 - d. Ensure personnel lay the rows side by side.

NOTE: Rows may not be laid out side by side if terrain conditions prohibit it.

5. Assist with burial services.
 - a. Obtain chaplain from higher headquarters for all deceased personnel when required under the articles of war in FM 27-10 and JTTP 4-06.
 - b. Ensure interments are conducted in a reverent manner.
 - c. Ensure remains are interred in a head to foot relationship.

6. Direct closing of rows.
 - a. Ensure personnel refill the row when all burials have been completed
 - b. Ensure personnel use a bucket loader type vehicle, if available, for refilling the rows.

7. Mark the beginning and ends of each row with a metal stake.
 - a. Ensure that the stake extends into the ground at least 2 feet, with an additional 2 feet remaining above ground
 - b. Securely affix a metal tag to each stake indicating the row number.
 - c. Use the Global Positioning System (GPS), if available, to determine the location of each row, and record it on DD Form 1079, block 4.

9. Hand carry all forms and records to the Joint Mortuary Affairs Office (JMAO).

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that mannequins will be used in place of deceased soldiers for training purposes. The soldier should treat the mannequins as though they were actual remains.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Requested earth-moving equipment from the engineers.	—	—
2. Directed the layout of rows. <ul style="list-style-type: none"> a. Determined the number of rows needed. b. Ensured rows were laid out according to JTTP 4-06. 	—	—
3. Directed the digging of rows. <ul style="list-style-type: none"> a. Dug entire row out to a depth of 3 feet. b. Used separate rows for American, allied and enemy dead. 	—	—
4. Directed the opening of the interment site. <ul style="list-style-type: none"> a. Ensured that each row held 10 remains, head to foot, lengthwise. b. Ensured personnel dug each row approximately 70 feet long, 3 feet deep, and was as wide as the earth moving equipment blade (minimum of 2.5 feet). c. Ensured earth-moving equipment was used, if available. d. Ensured rows were laid side by side. 	—	—
5. Assisted with interment services. <ul style="list-style-type: none"> a. Obtained a chaplain from higher headquarters for all deceased personnel when required under the articles of war in FM 27-10 and JTTP 4-06. b. Ensured interments were conducted in a reverent manner. c. Ensured remains were interred in a head to foot relationship. 	—	—
6. Directed closing of rows. <ul style="list-style-type: none"> a. Refilled the row when all interments had been completed. b. Used a bucket loader type vehicle, if available, for refilling the rows. 	—	—
7. Marked the beginning and end of each row with a metal stake. <ul style="list-style-type: none"> a. Ensured that the stake extended into the ground at least 2 feet, with an additional 2 feet remaining above ground. b. Securely affixed a metal tag to each stake indicating the row number. c. Used the Global Positioning System (GPS), if available, to determine the location of each row, and recorded it on DD Form 1079, block 4. 	—	—
9. Handcarried all forms and records to the Joint Mortuary Affairs Office (JMAO).	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 FM 10-64
 JTTP 4-06

Related
 FM 10-286
 FM 27-10
 USAEHA TG 195

Direct Disinterment of Remains

101-515-2617

Conditions: You are a Mortuary Affairs Sergeant. Given JTTP 4-06, a Global Positioning System (GPS), a map of the area, a detail of soldiers, Occupational Safety and Health Administration (OSHA) protective clothing, digging equipment, processing tags, sifting screens, remains pouches, personnel effects bags, litters, Military Operations Record of Personal Effects of Deceased Personnel (DD Form 1076), Interment/Disinterment Register (DD Form 1079), disinfecting soap, and cleaning supplies.

Standards: Direct the disinterment of remains IAW JTTP 4-06.

Performance Steps

1. Direct personnel to begin disinterment operations:
 - a. Receive orders, burial records, and interment case files from higher headquarters.
 - b. Direct the preparation of personnel and equipment that will conduct the disinterment.
 - c. Direct the movement of personnel and equipment to the disinterment site.
 - d. Direct personnel to mark the exact location of each row using burial records, map, and GPS.

2. Direct personnel to open the rows:
 - a. Direct the backhoe operator to carefully dig to a depth of one and one half feet.

NOTE: Rows may be opened from either end. Multiple rows may be opened depending on the availability of equipment.

- b. Direct personnel to dig the remaining depth with hand tools so as not to mutilate the remains.
- c. Direct personnel to carefully remove the dirt from all sides of the remains.
- d. Direct personnel to perform the following steps if the pouch or shroud is not intact:
 - (1) Sift the soil under and around remains for disassociated portions and effects.
 - (2) Inventory PE using the DD Form 1076 in the interment case file.

NOTE: Disassociated effects will be placed in a pouch in a separate container.

- (3) Place disassociated portions in clear plastic bags.
 - (a) Attach a separate tag to the bag.
 - (b) Place these disassociated portions inside remains pouch.
- (4) Prepare disassociated portions and effects to be evacuated separately.

NOTE: To prevent the spread of communicable diseases, all personnel will wear protective clothing while conducting disinterment operations.

3. Direct personnel to prepare the remains for evacuation:
 - a. Direct personnel to ensure the interment processing number on the DD Form 1079 matches the interment tag attached to the remains pouch or shroud. If remains were interred in a shroud, direct personnel to place remains in a remains pouch prior to evacuation from site.
 - b. Direct personnel to prepare and attach disinterment tags to the remains pouch.
 - c. Direct personnel to complete DD Form 1079, and ensure that it is placed in the case file.
 - d. Direct personnel to place each remains pouch individually on a litter, and reverently remove remains pouch from the site for evacuation to a collection point for further processing.

NOTE: To prevent the spread of communicable diseases all personnel, equipment, and vehicles that came in contact with any disinterred remains and/or effects will be thoroughly disinfected.

4. Direct personnel to close the disinterment site:
 - a. Direct personnel to refill each row after all remains have been removed.
 - b. Direct personnel to restore the area as close as possible to the original condition.
 - c. Direct personnel to maintain the site, if operationally feasible, until custody of the site can be turned over to the appropriate host government agency.
 - d. Report through command channels to JMAO:
 - (1) Include the condition of the restored land being vacated.
 - (2) Include that the remains of all U.S. personnel have been evacuated.
 - (3) Include whether the remains of deceased personnel from other nations are still interred.

Performance Steps

NOTE: Once the site has been restored, the JMAO is responsible for turning the land back to the appropriate host government agency.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used for training purposes; however, the mannequin is to be treated as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Directed personnel to begin disinterment operations:	_____	_____
a. Received orders, burial records, and interment case files.		
b. Directed the preparation of personnel and equipment.		
c. Directed the movement of personnel and equipment to the disinterment site.		
d. Directed personnel to mark exact location of each row.		
2. Directed personnel to open rows:	_____	_____
a. Directed backhoe operator to carefully remove one and one half foot of dirt from row.		
b. Directed personnel to dig the remaining depth with hand tools so as not to mutilate remains.		
c. Directed personnel to carefully remove the dirt from all sides of the remains.		
d. Directed personnel on procedures to follow if pouch or shroud was not intact.		
3. Directed personnel to prepare remains for evacuation:	_____	_____
a. Directed personnel to match DD Form 1079 with the interment tags.		
b. Directed personnel to prepare and attach disinterment tags to pouch.		
c. Directed personnel to complete DD Form 1079 and ensured that it was placed in the case file.		
d. Directed personnel to reverently remove remains pouch on a litter.		
4. Directed personnel to close disinterment site:	_____	_____
a. Directed personnel to refill rows after removal of remains.		
b. Directed personnel to restore site to original condition.		
c. Directed personnel to maintain site.		
d. Submitted report to JMAO.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
FM 10-64

**Direct Preparation of Disinterment Case File
101-515-2704**

Conditions: As a Mortuary Affairs sergeant conducting disinterment operations and given interred remains, a detail of soldiers, AR 638-2, FM 10-64, JTTP 4-06, and all applicable documents.

Standards: Direct the preparation of a Disinterment Case file IAW AR 638-2, FM 10-64, and JTTP 4-06.

Performance Steps

1. Verify that the remains match original interment processing number by comparing the metal interment tag attached to the remains with the Interment Register (DD Form 1079) Block 5.
2. Direct your soldier to replace interment tags with disinterment tags.
 - a. Ensure disinterment tags are made in same manner as interment tags.
 - b. Annotate disinterment processing number on Disinterment Register (DD Form 1079).
 - c. Ensure interment tags are removed from remains and secured for case file.
 - d. Ensure disinterment tags are attached to remains and remains pouch.
3. Direct your soldier to label the case file folder with the name, rank, SSN, service component, and disinterment processing number.
4. Direct your soldier to prepare a disinterment case file that includes the following documents:
 - a. Unit incident report.
 - b. Disinterment site sketch.
 - c. Photographs of remains.
 - d. Photographs of grave site.
 - e. Emergency War Burial Report (if available).
 - f. Interment/Disinterment Register (DD Form 1079).
 - g. Convoy List of Remains of Deceased Personnel (DD Form 1075).
 - h. Record of Identification Processing; Fingerprint Chart (DD Form 894).
 - i. Military Operations Record of Personal Effects of Deceased Personnel (DD Form 1076).
 - j. All other original interment case file documents and interment tags.
5. Review all case file documents for conflicting information, omissions, and inaccuracies.
6. Submit completed Disinterment Case File to NCOIC for further review.

Evaluation Preparation: Use a predetermined site with all required personnel, materials, and equipment present. Tell the soldier that mannequins will be used in place of deceased soldiers for training purposes. The soldiers should treat the mannequins as though they were actual fatalities.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Verified remains being disinterred match original interment documents.	—	—
2. Directed soldier to replace interment tags with disinterment tags. <ol style="list-style-type: none"> a. Ensured disinterment tags were made in same manner as interment tags. b. Annotated disinterment processing number on Disinterment Register (DD Form 1079). c. Ensured interment tags were removed from remains and secured for case file. d. Ensured disinterment tags were attached to remains and remains pouch. 	—	—
3. Directed soldier to label case file folder.	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
4. Directed preparation of disinterment case file to include unit incident report, disinterment site sketch, photographs of remains and grave site, Emergency War Burial Report, DD Forms 894, 1079, 1075, 1076, and all original interment case file documents and tags.	—	—
5. Reviewed all disinterment case file documents for accuracy.	—	—
6. Submitted complete disinterment case file to NCOIC for further review.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
FM 10-64
JTTP 4-06

Related

**Direct Shipment of Remains, Effects, and Records From a Disinterment Site
101-515-2619**

Conditions: As a Mortuary Affairs Sergeant you and given JTTP 4-06, disinterred remains/effects/records, Convoy List of Remains of Deceased Personnel (DD Form 1075), Military Operations Record of Personal Effects of Deceased Personnel (DD Form 1076), Interment/Disinterment Register (DD Form 1079), original Interment Case Files, an evacuation vehicle, and a detail of soldiers.

Standards: Direct shipment of remains, effects, and records from a disinterment site IAW JTTP 4-06.

Performance Steps

1. Ensure the processing number on the interment tag attached to the remains pouch or shroud match the original DD Form 1079 in the interment case file.

NOTE: If remains are interred in a burial shroud, they are to be placed in a remains pouch prior to being shipped to the designated collection point.

2. Ensure disinterment tags are prepared, and attached to remains pouch.

NOTE: Disinterment tags are made in the same manner as interment tags with the processing number consisting of the sequential number of remains followed by the current calendar year.

3. Ensure DD Form 1079 is complete and in the case file.
4. Ensure the personal effects pouch seal is not broken and DD Form 1076 is complete. If the seal is broken place the broken, seal in case file, inventory the effects, seal the effects pouch, and annotate DD Form 1076 accordingly.
5. Ensure remains, effects, and records are guarded at all times while awaiting transportation. Prevent the theft of personal effects. Keep remains out of the public view, and keep unauthorized personnel away from the site.
6. Ensure three copies of DD Form 1075, listing all remains being shipped, is prepared.
 - a. Ensure two copies of the DD Form 1075 accompany the remains, effects, and records to the designated collection point.
 - b. Ensure one copy is retained until receipted copy is returned.

7. Ensure remains, effects, and records are transported to the designated collection point in the most expedient manner to prevent the loss of personal effects and identification media.

NOTE: While loading remains, all soldiers will maintain an attitude of reverence and respect. Remains are to be loaded feet first on vehicles and rotary-wing aircraft. Remains are to be loaded head first on fixed wing aircraft. Remains are to be placed in a manner to prevent stacking. Remains are to be secured to prevent shifting during transportation and should be accompanied by a team member. The use of medical or food bearing vehicles is strongly discouraged. To prevent the possible spread of disease remains are never to be transported with rations on the same vehicle.

8. Ensure all personnel, vehicles, and equipment that came in contact with disinterred remains, effects, and records are thoroughly scrubbed with disinfecting soap and water.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier for training purposes a mannequin will be used; however the mannequin is to be treated as if it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Ensured interment tags matched DD Form 1079 and were placed in case file.	—	—
2. Ensured disinterment tags were attached to remains pouch.	—	—
3. Ensured DD Form 1079 was completed and placed in case file.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
4. Ensured DD Form 1076 was completed and placed in case file.	—	—
5. Ensured remains, effects, and records were guarded while awaiting transportation.	—	—
6. Ensured three copies of DD Form 1075 were prepared.	—	—
a. Ensured two copies of the DD Form 1075 accompanied the remains, effects, and records to the designated collection point.		
b. Ensured one copy was retained until receipted copy was returned.		
7. Ensured remains, effects, and records were transported to designated collection point.	—	—
8. Ensured all personnel, vehicles, and equipment that contacted disinterred remains, effects, and records were disinfected.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related

Subject Area 7: Mortuary

**Direct Preparation of Mortuary Case File
101-515-2641**

Conditions: As a Mortuary Affairs sergeant working in a mortuary and given AR 638-2, FM 10-286, JTTP 4-06, and all applicable documents.

Standards: Direct the preparation of a mortuary case file IAW AR 638-2, FM 10-286, and JTTP 4-06.

Performance Steps

1. Ensure original and duplicate case files are properly labeled.
2. Ensure PE is inventoried on a DA Form 54 (compared to the DD Form 1076).
3. Direct the preparation of original and duplicate case files with applicable documents.
 - a. Ensure the following forms are completed when there is no question of the identity of the remains and the remains are viewable, or viewable for identification purposes:
 - (1) DD Form 565 (Statement of Recognition of Deceased).
 - (2) DD Form 891 (Record of Identification Processing; Dental Chart).
 - (3) DD Form 893 (Record of Identification Processing; Anatomical Chart).
 - (4) DD Form 894 (Record of Identification Processing; Fingerprint Chart).
 - b. Ensure the following forms are completed when remains are nonviewable:
 - (1) DA Form 2273-R (Statement of Identification).
 - (2) DD Form 565.
 - (3) DD Form 890 (Record of Identification Processing; Effects and Physical Data).
 - (4) DD Form 891.
 - (5) DD Form 892 (Record of Identification Processing; Skeletal Chart) or DD Form 893.
 - (6) DD Form 894.
 - (7) DA Form 5520-R (Physical and Dental Comparison Chart).
 - c. Ensure the following forms are obtained from the soldier's records when remains are nonviewable:

NOTE: These forms will aid in identification processing.

- (1) DD Form 369 (Police Records Check).
- (2) FD Form 258 (FBI U.S. Department of Justice Fingerprint Card (Applicant)).
- (3) Other fingerprint records.
- (4) DD Form 2 (Active) (Armed Forces of the United States Geneva Convention Identification Card).
- (5) Medical and dental records.
- (6) Duplicate panorex if original is not available

4. Ensure all original and duplicate case file documents do not have conflicting information, omissions, or inaccuracies.
5. Submit original and duplicate case files to mortuary NCOIC for further review.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier will treat the mannequin as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Ensured original and duplicate case files were properly labeled.	—	—
2. Ensured PE was inventoried on DA Form 54.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
3. Directed the preparation of case files containing appropriate documents:	—	—
a. Viewable - DD Forms 565, 891, 893, 894.		
b. Nonviewable - DA Forms 2273-R, 5520-R; DD Forms 2, 369, 565, 890, 891, 892, 894; FD Form 258; fingerprint, medical, dental records.		
4. Ensured original and duplicate case files did not contain conflicting information, omissions, and inaccuracies.	—	—
5. Submitted original and duplicate case files to mortuary NCOIC for further review.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-286
 JTTP 4-06

Related

Direct the Receipt of Remains, Effects, and Records at a Mortuary
101-515-2631

Conditions: As a Mortuary Affairs NCO working in a fully equipped and operational mortuary given remains, effects, records, receiving section personnel, personal protective equipment (PPE), JTTP 4-06, AR 638-2, and FM 10-286.

Standards: Direct the receipt of remains, effects, and records IAW AR 638-2, FM 10-286, and JTTP 4-06.

Performance Steps

1. Assign the following individual duties to receiving section personnel:
 NOTE: All personnel will wear PPE at all times while handling remains and will adhere to established (OSHA) sanitary procedures.
 - a. Meet all personnel delivering remains, effects, and records to mortuary.
 - b. Verify all documents accompanying remains, effects, and records.
 - c. Assign a case number for each remains.
 - d. Initiate a case file for all remains, effects, and records.
 - e. Enter case number, time, date, and personal information in mortuary log book.
2. Direct receiving personnel to prepare remains, effects, and records for processing as follows:
 - a. Remove remains, effects, and records from shipping container.
 - b. Position remains and head block on rolling table.
 - c. Prepare ID tags / bracelets with case number and attach to remains.
 - d. Ensure remains are covered at all times when not processing.
 - e. Inventory personal effects and prepare DA Form 54-R.
3. Direct receiving personnel to move remains, effects, and records as follows:
 - a. Move remains to processing section or place remains in refrigeration unit if processing is delayed.
 - b. Verify documents, place documents in case file, and secure personal effects .
 - c. Hand carry case files to operations or processing NCOIC.
4. Direct personnel to prepare receiving section for next delivery as follows:
 - a. Clean / sanitize shipping containers.
 - b. Clean / sanitize and restock receiving section work areas.
 - c. Clean / sanitize receiving section personnel.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that mannequins will be used in place of deceased soldiers for training purposes. The soldier should treat the mannequins as though they were actual remains.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Assigned individual duties to receiving section personnel.	—	—
a. Met delivery personnel.		
b. Verified documents.		
c. Assigned case numbers.		
d. Initiated case files.		
e. Entered information in log book.		
2. Directed receiving section personnel to prepare remains, effects, and records for processing.	—	—
a. Removed remains, effects, and records from container.		

Performance Measures

GO **NO GO**

- | | | |
|---|---------------------------|---------------------------|
| <ul style="list-style-type: none"> b. Positioned remains and head block on table. c. Prepared and attached ID tags and bracelets on remains. d. Kept remains covered while not processing. e. Inventoried effects and prepared DA Form 54-R. | <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> |
| <ul style="list-style-type: none"> 3. Directed receiving section personnel to move remains, effects, and records. <ul style="list-style-type: none"> a. Moved remains to processing section or refrigeration unit. b. Verified documents in case file and secured effects. c. Hand carried case files to operations or processing NCOIC. | <p>_____</p> | <p>_____</p> |
| <ul style="list-style-type: none"> 4. Directed personnel to prepare receiving section for next delivery. <ul style="list-style-type: none"> a. Cleaned / sanitized containers. b. Cleaned / sanitized and re stocked section. c. Cleaned / sanitized personnel. | <p>_____</p> | <p>_____</p> |

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-286
 JTTP 4-06

Related

Direct Processing of Remains, Effects, and Records at a Mortuary
101-515-2632

Conditions: You are working in the processing section of a mortuary. You are given AR 638-2, FM 10-286, remains (viewable or non-viewable), mortuary case files, embalming equipment, post embalming wrapping material, and shipping equipment.

Standards: Directs processing of incoming remains and mortuary operations according to JTTP 4-06 and FM 10-286.

Performance Steps

1. Direct processing personnel to assist with autopsies.
 - a. Direct personnel to position remains and head block on table.
 - b. Direct personnel to assist pathologist as needed.
 - c. Direct personnel to suture remains
 - d. Direct personnel to wash remains and equipment.
 - e. Direct personnel to move remains to holding area.

2. Direct processing personnel to assist with the embalming of remains.
 - a. Direct personnel to wash remains prior to embalming.
 - b. Direct personnel to place remains on the embalming table.
 - c. Direct personnel to ready the embalming fluids.
 - d. Assist the Mortuary Officer with embalming procedures.
 - e. Direct personnel to suture remains.
 - f. Direct personnel to wash remains after embalming, including fingernails.

3. Direct processing personnel to wrap embalmed, viewable remains.
 - a. Direct personnel to pack all body orifices with cotton.
 - b. Direct personnel to secure a diaper on the remains.
 - c. Direct personnel to cover the breasts with cotton, if female.
 - d. Direct personnel to apply massage cream to hands and face.
 - e. Direct personnel to place cotton around hands and wrap with gauze.
 - f. Direct personnel to place cotton around head and wrap with gauze
 - g. Direct personnel to secure PE bag to wrist, if PE accompanies remains.
 - h. Direct personnel to place head block under the head of remains.
 - i. Direct personnel to secure ID tags around the neck or chest.
 - j. Direct personnel to wrap remains in sheet and secure with safety pins.
 - k. Direct personnel to secure paper tag with last name of remains to chest of remains.
 - l. Direct personnel to place remains in plastic bag and secure it with tape.
 - m. Direct personnel to prepare an area for the customs seal.

4. Direct processing personnel to wrap embalmed, non-viewable remains.
 - a. Direct personnel to prepare a dressing table:
 - (1) Place a U.S. Government blanket on the table.
 - (2) Place a sheet on top of the blanket.
 - (3) Place four long gauze strips on top of the sheet (perpendicular to table).
 - (4) Place a plastic sheeting over gauze strips.
 - (5) Place a layer of cotton over plastic sheeting.
 - (6) Cover the cotton with hardening compound.
 - b. Direct personnel to place the remains on the hardening compound on the dressing table.
 - c. Direct personnel to cover remains with hardening compound.
 - d. Direct personnel to cover remains with cotton.
 - e. Direct personnel to wrap remains with plastic sheeting and secure with gauze strips.
 - f. Direct personnel to wrap remains with sheet and secure with safety pins.
 - g. Direct personnel to secure paper tag with last name to chest of remains.

Performance Steps

- h. Direct personnel to wrap remains with blanket and secure with safety pins.
- i. Direct personnel to secure ID tag to outside of blanket.
- j. Direct personnel to place remains in plastic bag and secure it with tape.
- k. Direct personnel to prepare an area for the customs seal.

5. Hand-carry all paperwork to mortuary operations section NCOIC.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that mannequins will be used in place of deceased soldiers for training purposes. The soldier should treat the mannequins as though they were actual remains.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Directed personnel to assist with autopsies.	—	—
2. Directed processing personnel to assist with the embalming of remains.	—	—
3. Directed processing personnel to wrap embalmed, viewable remains.	—	—
4. Directed processing personnel to wrap embalmed, non- viewable remains.	—	—
5. Handcarried all paperwork to mortuary operations section NCOIC.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AR 638-2
- FM 10-286
- USAEHA TG 195

Related

**Direct Shipment of Remains, Effects, and Records From a Mortuary
101-515-2638**

Conditions: As the Mortuary Affairs NCO in charge of the shipping section of an OCONUS mortuary you are directing the shipment of remains, effects, and records given a fully operational mortuary, personnel, AR 638-2, and AR 670-1.

Standards: Direct the shipment of remains, effects, and records IAW AR 638-2 and AR 670-1.

Performance Steps

1. Ensure shipping section personnel and equipment are mission capable:
 - a. Direct the training and counseling of personnel and conduct readiness inspections.
 - b. Direct personnel to maintain equipment IAW operator's manual daily PMCS.
 - c. Direct personnel to correct any deficiencies or supply shortages.
 - d. Submit daily status reports to mortuary NCOIC.
2. Ensure remains, effects, and records are prepared for shipping:
 - a. Direct personnel to inspect remains to ensure they are wrapped properly.
 - b. Direct personnel to inspect effects to ensure they are packaged properly.
 - c. Direct personnel to inspect records to ensure they are secured in a zip lock bag.
 - d. Direct personnel to inspect all transfer cases for serviceability.
 - e. Direct personnel to correct any deficiencies and reinspect.
3. Inspect all uniforms and review all documentation for accuracy:
 - a. Verify all uniforms are IAW AR 670-1 and accurately match service records.
 - b. Verify coordination with Air Mobility Command or civilian airlines for shipments.
 - c. Verify names, addresses, case numbers, and all information on shipping documents.
 - d. Verify duplicate case files are prepared and all files are secured with the operations NCOIC.
4. Ensure all transfer cases and packages are loaded and secured for shipment.
5. Ensure remains, effects, and records are delivered to airport and signed for:
 - a. Direct personnel to escort remains, effects, and records.
 - b. Direct personnel to obtain signed receipt (DD Form 1907) from AMC upon delivery.
 - c. Direct personnel to return to operations and give NCOIC signed copy of DD Form 1907.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured shipping section personnel and equipment were mission capable.	—	—
2. Ensured remains, effects, and records were prepared for shipping.	—	—
3. Ensured all uniforms and shipping documents were accurate.	—	—
4. Ensured all transfer cases were loaded and secured for shipping.	—	—
5. Ensured remains, effects, and records were delivered and signed for.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

AR 638-2

AR 670-1

Related

Subject Area 8: Staff

Coordinate MA Operations on a Battalion Staff
101-515-2224

Conditions: You are the Support Operations Mortuary Affairs NCO, assigned to a forward support battalion (FSB), working in the brigade area. Given FM 10-64, FM 55-65, FM 55-9, FM 21-26, FM 101-5, FM 101-5-1, JTTP 4-06, materials required for map overlays, flow charts, and reports.

Standards: Coordinate mortuary affairs operations on a battalion staff IAW FM 10-64.

Performance Steps

1. Review and revise preexisting standard operating procedures to ensure they support the scheme of maneuvers of the supported units.
 2. Develop and publish policy directives that:
 - a. Establish procedures for search and recovery, MACP, interment, and disinterment operations IAW applicable regulations.
 - b. Establish liaison with other MA staff within the theater.
 - c. Coordinates with movement control personnel the surface and aerial transportation of deceased personnel.
 - d. Provides guidance on the pre-stocking of essential MA equipment, supplies, and documents.
 - e. Provides a reporting system within the theater that reaches the appropriate levels of command.
 3. Review higher headquarters OPLAN/OPORD to:
 - a. Determine the size and location of friendly forces.
 - b. Determine the expected unit movements and size of the units involved in each movement.
 4. Identify the MA support needed to meet the mission requirements within the geographic area:
 - a. Determine the readiness posture of units that have MA assets.
 - b. Ensure all units are trained according to plans:
 - (1) Establish organic company level search and recovery teams for each supported unit.
 - (2) Provide a stock list of MA supplies to the supply sergeant of each supported unit.
 - (3) Provide quarterly training to maintain 6-8 soldiers in each search and recovery team.
 - c. Conduct quarterly inspections of unit level MA supplies to ensure accountability and serviceability.
- NOTE: The amount of unit level MA supplies should represent 10% of the unit strength.
- d. Ensure additional training is provided to the units that need it until equipment and personnel shortages are filled.
 - e. Provide guidance on the estimated times for unit deployments, and ensure the deploying units are certified as "ready".
 - f. Provide guidance on constraints, restrictions, and information related to NBC.
5. Provide input to the Support Operations Officer, Battalion Commanders, and Brigade Commander of supported units concerning MA operations:
 - a. Prepare a flow chart showing how all remains and effects will be evacuated from the AOR.
 - b. Prepare input to the OPLANS/OPORDS that includes map overlays and a list of MA assets on-hand.
 - c. Prioritize the allocation of resources by each unit's mission requirements.
 6. Coordinate the transition from MA training to MA operations:
 - a. Perform a rear area threat evaluation.
 - b. Establish communications with all levels of command and support elements.
 - c. Prepare a situation map that shows:
 - (1) Areas of proposed MA unit locations.

Performance Steps

- (2) Locations of major transportation routes, alternate routes, and possible obstacles.
 - (3) Locations of friendly forces.
 - d. Determine if there are any mutual agreements with local authorities, allies, or host nations.
 - e. Prepare a plan to acquire land for interment operations.
 - f. Determine the force structure of MA assets deployed in the theater:
 - (1) Track other MA units and their status at all times.
 - (2) Maintain communication with command and support elements at all times.
 - g. Update all map overlays, situation maps, and threat evaluations as events/changes occurs.
 - h. Prepare plans to transition from one type of operation to another. MOOTW, domestic support, or peace keeping operations can quickly escalate into hostilities or armed conflicts.
7. Maintain detailed records during operations, provide input during AAR's to improve efficiency, and initiate appropriate changes to policy directives as needed.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required materials and equipment necessary to complete the task. Tell the soldier there is no set time limit for this task; however, providing timely reports through command channels is a staff planner's ultimate responsibility and is essential to mission accomplishment.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Reviewed and revised standard operating procedures to ensure they are tailored to the supported units scheme of maneuvers.	—	—
2. Developed and published policy directives that established MA procedures, established liaison with other MA staff, coordinated movement of deceased personnel, provided guidance on pre-stocking MA supplies, and provided a reporting system.	—	—
3. Reviewed higher headquarters OPLAN/OPORD to determine size, location, and movement of friendly forces.	—	—
4. Identified the MA support needed to meet mission requirements within geographic area: <ul style="list-style-type: none"> a. Determined readiness posture of units that have MA assets. b. Ensured all units are trained according to plans. c. Conducted quarterly accountability and serviceability inspections of unit MA supplies. d. Ensured additional training was provided to fill equipment and personnel shortages. e. Ensured units were certified as "ready" and were provided estimated deployment times. f. Provided guidance on constraints, restrictions, and information related to NBC. 	—	—
5. Provided input for the OPLAN/OPORD to the Support Operations Officer, Battalion Commanders, and Brigade Commander of the supported units such as: remains/effects flow charts, map over lays, MA assets on-hand, and resource allocation priority lists.	—	—
6. Coordinated the transition from MA training to MA operations: <ul style="list-style-type: none"> a. Performed a rear area threat evaluation. b. Established communications with all command and support elements. c. Prepared a situation map that included unit locations, transportation routes, and obstacles. d. Determined if there were any mutual agreements with other agencies. e. Prepared a plan to acquire land for interment operations. 	—	—

Performance Measures

GO **NO GO**

- f. Determined the force structure of MA assets deployed in the theater.
 - g. Updated all reports as changes to the tactical situation occurred.
 - h. Prepared contingency plans to transition from one type of operation to another.
7. Maintained detailed records during operations, provided input during AAR's to improve efficiency, and initiated appropriate revisions to policy directives as needed.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
- FM 101-5
 - FM 101-5-1
 - FM 10-64
 - FM 3-25.26
 - FM 55-65
 - FM 55-9
 - JTTP 4-06

- Related**
- FM 3-0

Skill Level 3

Subject Area 1: Search and Recovery

Confirm Location with GPS**101-515-3601**

Conditions: You are the NCOIC of a search and recovery team in a field environment. You have led your team on a foot march to an area believed to be a recovery site. You are given a predetermined grid coordinate and GPS with operator's manual.

Standards: Confirm your location with a GPS (tracking no less than three satellites).

Performance Steps

1. Plot the grid coordinates for your starting point and the grid coordinates for the predetermined recovery site (see task # 101-515-1601).
2. Change GPS receiver settings as needed (see task # 101-515-2601).
3. Place the GPS receiver into operation:
 - a. Remove battery housing cover, insert batteries, and secure battery housing cover.
 - b. Switch to the status screen (with the selector knob in the STS position) by turning the L-R switch until <more> is highlighted.
 - c. Toggle the increment-decrement (INC-DEC) switch until Lines 1-4 appear to check the following status:
 - (1) Line 1 shows the number of satellites the GPS receiver is tracking.
 - (2) Line 2 shows the condition of data being received from the satellites as follows:
 - (a) GPS OK.
 - (b) GPS NA - not enough satellites being tracked.
 - (c) GPS BAD - fix not possible.
 - (d) RECEIVER FAULT - GPS service required.
 - (e) MEMORY RESET - memory erase function was used.
 - (3) Line 3 shows the hours and minutes of operation since the batteries were last changed.
 - (4) Line 4 shows INT for internal antenna in use.
 - d. Toggle the INC-DEC switch until the SETUP screen appears to read the following settings:
 - (1) Line 1, DATUM, shows the selected datum setting.
 - (2) Line 2, TIME, shows the selected time setting.
 - (3) Line 3, UNITS, shows the selected distance and azimuth setting.
 - (4) Line 4, MODE, shows the selected coordinate system and magnetic setting.
 - e. Toggle the INC-DEC switch to advance to the POS (position) screen to determine current position and time as follows:
 - (1) Line 1 shows the day of the week and time according to STS mode settings.
 - (2) Lines 2 & 3 show your position and coordinates in the coordinate system selected in the STS mode.
 - (3) Line 4 shows the altitude and estimated accuracy of units selected in the STS mode.
4. Read Lines 2 & 3 on POS screen to confirm your location with GPS.

Evaluation Preparation: Use a predetermined site and grid coordinate. Provide the soldier with required equipment to perform the task.

Performance Measures

- | | <u>GO</u> | <u>NO GO</u> |
|--|-----------|--------------|
| 1. Plotted the grid coordinates of the starting point and the grid coordinates of the predetermined recovery site. | — | — |

Performance Measures

GO **NO GO**

- 2. Changed GPS settings as needed. _____
- 3. Placed the GPS receiver into operation as follows: _____
 - a. Inserted batteries.
 - b. Switched receiver to STS screen and read Lines 1-4 to ensure GPS was operational.
 - c. Switched receiver to SETUP screen and read Lines 1-4 to ensure settings were correct.
 - d. Switched receiver to POS screen and read Lines 1-4 to determine current position and time.
- 4. Confirmed location with GPS by reading Lines 2 & 3 of POS screen. _____

Evaluation Guidance: Score the soldier a GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show the soldier what was done wrong and how to do it correctly.

References

Required
EM 0114

Related

Organize Search and Recovery Team Operations
101-515-3602

Conditions: You are working as a Mortuary Affairs (MA) NCO and have been assigned to the support operations section (SPO) of a main support battalion (MSB). You are given JTTP 4-06 and FM 10-64. You must organize search and recovery team operations for your brigade combat team (BCT).

Standards: Organize search and recovery team operations IAW JTTP 4-06 and FM 10-64.

Performance Steps

1. Review, revise, and publish MA standing operating procedures (SOP) for the MSB.
2. Ensure each unit within the BCT has the following MA supplies pre-stocked:
 - a. Pouch, human remains.
 - b. Bags, personal effects (PE).
 - c. Litters.
 - d. Bags, zip-lock (12" by 12").
 - e. Pegs (metal).
 - f. Tags (paper or plastic).
 - g. Pin flags (multicolored).
 - h. Rope, nylon (120 ft.).
 - i. DD Form 565.
 - j. DD Form 567.
 - k. DD Form 1074.
 - l. DD Form 1076.

NOTE: At a minimum, use 10 percent of the unit strength to calculate the needed stock levels of equipment and supplies. Unit personnel should review their CTA authorizations.

3. Establish a unit level MA training program within the BCT.
4. Provide training guidance and assistance to the MA NCOs assigned to the forward support battalions (FSB) within the BCT.
5. Ensure each unit within the BCT sustains a search and recovery team consisting of one team leader (NCO), preferably the supply sergeant, and five or more team members (enlisted).
6. Ensure team leaders are trained to perform the following duties:
 - a. Obtain operation orders (OPORD) and casualty reports.
 - b. Perform map or aerial reconnaissance, if possible.
 - c. Determine the personnel and equipment mission requirements.
 - d. Arrange for suitable transportation for the team.
 - e. Arrange for a security force, if necessary.
 - f. Arrange for EOD support, if necessary.
 - g. Brief team members on all aspects of the mission.
 - h. Inspect team members and equipment for readiness.
 - i. Assign team members to complete the necessary paperwork (see task # 101-515-1201).
 - j. Ensure local inhabitants are questioned, if available.
 - k. Know the location of all team members at all times.
 - l. Control where and how team members search for and recover remains (see tasks #101-515-2103 and 101-515-2104).
 - m. Take appropriate DD Forms on mission (see task #101-515-2603).
 - n. Ensure all records prepared at the recovery site are complete and accurate before leaving the area (see task # 101-515-2603).
 - o. Prepare and forward necessary after action reports when mission has been completed.
7. Ensure team members are trained to perform the following duties:

Performance Steps

- a. Understand the mission requirements.
 - b. Question local inhabitants, if available.
 - c. Search only during daylight hours.
 - d. Search with other team members.
 - e. Search area thoroughly (see task #101-515-1104).
 - f. Check for booby traps before moving remains.
 - g. Attach a search and recovery tag to all remains, portions, and PE.
 - h. Prepare a recovery site sketch (and a photo log, if possible).
 - i. Confirm directions and distances (use a GPS if available).
 - j. Prepare appropriate documents for each remains, portion, and PE (see task #101-515-1201).
 - k. Search area around remains for PE.
 - l. Inventory PE (see task #101-515-1641).
 - m. Secure PE to remains.
 - n. Cover remains (keep remains pouch zipped) except when being checked for identification, PE, and hazardous material.
 - o. Evacuate remains from recovery site (see tasks #101-515-1998 and 101-515-2104).
8. Maintain open channels of communication with all commanders, staff, supply personnel, and unit level search and recovery team leaders within the BCT.
9. Perform quarterly inspections of all unit level MA assets and brief the appropriate commanders.

Evaluation Preparation: Use a predetermined site and provide the soldier with the required material to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Reviewed, revised, and published MA SOP for the MSB.	—	—
2. Ensured each unit within the BCT was pre-stocked with pouches, PE bags, litters, zip-lock bags, pegs, tags, pin flags, rope, and DD Forms 565, 567, 1074, 1076.	—	—
3. Established a unit level MA training program within the BCT.	—	—
4. Provided training guidance and assistance to the MA NCOs assigned to the FSBs within the BCT.	—	—
5. Ensured each unit within the BCT sustained a search and recovery team with an NCO team leader and five or more enlisted team members.	—	—
6. Ensured team leaders were trained to perform the following duties:	—	—
a. Obtain OPORD and casualty reports.		
b. Perform reconnaissance, if possible.		
c. Determine personnel and equipment mission requirements.		
d. Arrange for suitable transportation for the team.		
e. Arrange for a security force, if necessary.		
f. Arrange for EOD support, if necessary.		
g. Brief team members on all aspects of the mission.		
h. Inspect team members and equipment for readiness.		
i. Assign team members to complete the necessary paperwork.		
j. Ensure local inhabitants are questioned, if available.		
k. Know the location of all team members at all times.		
l. Control where and how team members search and recover remains.		
m. Take the appropriate DD Forms on mission.		
n. Ensure all records prepared at the recovery site are complete and accurate before leaving the area.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
o. Prepare and forward necessary after action reports when mission has been completed.		
7. Ensured team members were trained to perform the following duties:	—	—
a. Understand the mission requirements.		
b. Question local inhabitants, if available.		
c. Search only during daylight hours.		
d. Search with other team members.		
e. Search area thoroughly.		
f. Check for booby traps before moving remains.		
g. Attach a search and recovery tag to remains, portions, and PE.		
h. Prepare a recovery site sketch.		
i. Confirm directions and distances.		
j. Prepare appropriate documents.		
k. Search area around remains for PE.		
l. Inventory PE.		
m. Secure PE to remains.		
n. Cover remains.		
o. Evacuate remains from recovery site.		
8. Maintained open channels of communication with all commanders, staff, supply personnel, and unit level search and recovery team leaders within the BCT.	—	—
9. Performed quarterly inspections of all unit level MA assets and briefed the appropriate commanders.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 FM 10-64
 JTTP 4-06

Related

Conduct Site Survey

101-515-3654

Conditions: You are working as a team leader conducting a site survey in a field environment. Given FM 10-64, JTTP 4-06, a map, a Brunton's surveyor's compass, a global positioning system (GPS), photography equipment, a tape measure, surveyor's ribbon, color coded pin flags, marking stakes, writing supplies, field note books, hand tools, and a survey team.

Standards: Conduct a site survey IAW FM 10-64 and JTTP 4-06.

Performance Steps

1. Assign individual duties to the site survey team members.
2. Direct the site survey team to determine the following information:
 - a. The site location, the location of the nearest village or town, the location of prominent topographic features, and the number of satellites tracked by the GPS to determine those locations.
 - b. The site survey boundaries (marked with surveyor's ribbon) to include a designated area for screening operations.
 - c. The primary vegetation within the site survey boundaries.
 - d. The slope within the site survey boundaries.
 - e. The soil composition and consistency within the site survey boundaries.
 - f. The type of recovery site within the site survey boundaries.
 - g. The credibility of recorded witness interviews.
3. Direct the site survey team to conduct a visual search for material or biological evidence:
 - a. Coordinate the use of augmented EOD teams, local labor, medical, and security personnel.
 - b. Use a skirmish line search technique, and mark the location of any evidence found.
 - c. Photograph the entire site from each cardinal direction, and any evidence found before it is removed.
 - d. Remove and evacuate all evidence found on the surface to a designated collection point.
4. Direct at least two individuals to maintain detailed field notes that will be used later to prepare a site survey report.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, material, and equipment to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Assigned individual duties to the site survey team members.	—	—
2. Directed the site survey team to determine the following information: <ol style="list-style-type: none"> a. The site location, the location of the nearest village or town, the location of prominent topographic features, and the number of satellites tracked by the GPS to determine those locations. b. The site survey boundaries, primary vegetation, slope, soil composition/consistency, type of recovery sites, and the credibility of witness interviews. 	—	—
3. Directed the site survey team to conduct a visual search for material or biological evidence: <ol style="list-style-type: none"> a. Coordinated the use of augmented EOD teams, local labor, medical, and security personnel. b. Used a skirmish line search technique, and marked the location of any evidence found. 	—	—

Performance Measures

GO **NO GO**

- c. Photographed the entire site from each cardinal direction, and any evidence found before it was removed.
- d. Removed and evacuated any evidence found on the surface to a designated collection point.

4. Directed at least two individuals to maintain detailed field notes that will be used later to prepare a site survey report. _____ _____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show the soldier what was done wrong and how to do it correctly.

References

Required
FM 10-64
JTTP 4-06

Related

Prepare Site Survey/Investigation Report
101-515-3655

Conditions: You are working as a team leader. Your team has just completed a site survey and you are preparing a site survey report. You are given FM 10-64, JTTP 4-06, the site survey field notes, the site survey photo log, writing material, and the personnel that compiled the site survey field notes to assist you in preparing the report.

Standards: Prepare a site survey report IAW FM 10-64 and JTTP 4-06.

Performance Steps

1. Prepare a site survey report by recording the following information from the site survey field notes:
 - a. Include the survey team's preliminary information:
 - (1) Name, rank, responsibilities, and duty position of all site survey team members.
 - (2) Date and time original operation order was issued to the site survey team.
 - (3) Dates and times of all movements to and from the survey site.
 - (4) Mode of transportation used by site survey team.
 - b. Include the survey site's location information:
 - (1) Grid coordinates of the survey site.
 - (2) Grid coordinates of and distance to the nearest village or town.
 - (3) Grid coordinates of and descriptions of prominent topographic features.
 - (4) Number of satellites tracked by the GPS used to determine each location.
 - c. Include the survey site's visual search information:
 - (1) Photo log containing descriptions of the site and all evidence.
 - (2) Type of search pattern the site survey team used to conduct the visual search.
 - (3) Locations of all material or biological evidence found during the visual search.
 - (4) Evacuation numbers and descriptions of any evidence removed from the survey site.
 - d. Include the survey site's physical characteristics information:
 - (1) Site type.
 - (2) Site slope.
 - (3) Site boundaries.
 - (4) Soil composition.
 - (5) Primary vegetation.
 - e. Include the results and credibility of witness interviews conducted at the survey site.
 - f. Include the estimated number of personnel and logistics requirements needed to excavate the survey site.
2. Prepare a recommendation for further investigation or excavation of the survey site, if the scientific data collected during the site survey justifies such a recommendation.
3. Photocopy the site survey report for future reference, and submit the original report to higher headquarters for review.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, material, and equipment to perform the task.

Performance Measures

- | | <u>GO</u> | <u>NO GO</u> |
|--|-----------|--------------|
| 1. Prepared a site survey report by recording the following information from the site survey field notes: <ol style="list-style-type: none"> a. Included the survey team's preliminary information: <ol style="list-style-type: none"> (1) Name, rank, responsibilities, and duty position of all site survey team members. (2) Date and time original operation order was issued to the site survey team. | — | — |

Performance Measures

GO NO GO

- (3) Dates and times of all movements to and from the survey site.
 - (4) Mode of transportation site survey team used.
 - b. Included the survey site's location information:
 - (1) Grid coordinates of the survey site.
 - (2) Grid coordinates and distance to the nearest village or town.
 - (3) Grid coordinates and descriptions of prominent topographic features.
 - (4) Number of satellites tracked by the GPS used to determine each location.
 - c. Included the survey site's visual search information:
 - (1) Photo log containing descriptions of the site and all evidence.
 - (2) Type of search pattern the site survey team used to conduct the visual search.
 - (3) Locations of all material or biological evidence found during the visual search.
 - (4) Excavation numbers and descriptions of any evidence removed from the survey site.
 - d. Included the survey site's physical characteristics information:
 - (1) Site type.
 - (2) Site slope.
 - (3) Site Boundaries.
 - (4) Soil composition.
 - (5) Primary vegetation.
 - e. The results and credibility of witness interviews conducted at the survey site.
 - f. The estimated number of personnel and logistics requirements needed to excavate the survey site.
-
- 2. Prepared a recommendation for further investigation or excavation of the survey site, if the scientific data collected during the site survey justified such a recommendation. _____ _____
 - 3. Photo copied the site survey report for future reference, and submitted the original report to higher headquarters for review. _____ _____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, tell the soldier what was done wrong and how to do it correctly.

References

Required
 FM 10-64
 JTTP 4-06

Related

Supervise Recovery Operations

101-515-3701

Conditions: You are working as a search and recovery team leader supervising recovery operations in a field environment. You are given JTTP 4-06, a map, a global positioning system (GPS), a compass, a protractor, photography equipment, field note books, material to make site sketches and map overlays, litters, remains pouches, tie down straps, personal effects bags, zip lock bags, processing tags, personal protective equipment (PPE), transportation support, explosive ordnance disposal (EOD) support, interpreter support, medical support, security personnel support, DD Forms 565, 567, 1074, and 1076; recovery team members from the losing unit, remains with personal effects (PE), and a recovery site.

Standards: Supervise recovery operations IAW JTTP 4-06.

Performance Steps

1. Prepare for recovery operations:
 - a. Obtain operation orders, reports, and all information pertaining to the mission.
 - b. Conduct a map and aerial reconnaissance of recovery site, if possible.
 - c. Determine the mission personnel and equipment requirements.
 - d. Coordinate transportation to and from the recovery site for personnel, equipment, remains, personal effects, and records.
 - e. Coordinate interpreter, EOD, medical, and security personnel support.
 - f. Review safety procedures IAW AR 385-10.
 - g. Review environmental procedures IAW AR 200-1.
 - h. Brief team members on all aspects of the mission.
 - i. Inspect personnel and equipment for readiness.
 - j. Assign individual duties and responsibilities to team members.

2. Ensure the following steps are taken during recovery operations:
 - a. Employ safety and environmental procedures IAW applicable regulations.
 - b. Question local inhabitants if present, and prepare DD Form 1074.
 - c. Check for booby traps, ordnance, and hazardous material prior to moving remains.
 - d. Photograph remains, effects, and recovery site.
 - e. Prepare a recovery site sketch and map overlay.
 - f. Maintain accurate and detailed field notes of the mission.
 - g. Search area around remains for unassociated portions and PE.
 - h. Attach a search and recovery tag to all remains, portions, and PE.
 - i. Evacuate unassociated portions and PE separately from remains.
 - j. Move remains, feet first, to a designated processing area within the recovery site.
 - k. Interview personnel from losing unit and prepare DD Forms 565 and 567.
 - l. Inventory PE, prepare DD Form 1076, and secure PE.

3. Ensure the following steps are taken prior to evacuating remains, PE, and records:
 - a. Place remains in a human remains pouch.
 - b. Initiate a search and recovery case file for each remains.
 - c. Place PE and original DD Form 1076 in a PE bag and attach PE bag to remains.
 - d. Maintain communications with higher headquarters and the designated Mortuary Affairs collection point (MACP) that will be receiving the recovered remains, PE, and records.
 - e. Identify escort personnel to accompany the remains, PE, and records to the MACP.
 - f. Check the accuracy of all paperwork (including tags) accompanying remains and PE.
 - g. Correct mistakes prior to evacuating remains, PE, and records to the MACP; however, do NOT destroy any original DD Form 1076 (simply make annotations and forward to MACP).
 - h. Load remains into a vehicle for evacuation to the MACP.

4. Submit necessary reports to higher headquarters and conduct an after action review (AAR).

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, material, and equipment to perform the task. Tell the soldier a mannequin will be used for training purposes; however, the mannequin is to be treated as if it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Prepared for recovery operations:	—	—
a. Obtained operation orders, reports, and all information pertaining to the mission.		
b. Conducted a map and aerial reconnaissance of the recovery site, if possible.		
c. Determined the mission personnel and equipment requirements.		
d. Coordinated transportation to and from the recovery site for personnel, equipment, remains, PE, and records.		
e. Coordinated interpreter, EOD, medical, and security personnel support.		
f. Reviewed safety procedures IAW AR 385-10.		
g. Reviewed environmental procedures IAW AR 200-1.		
h. Briefed team members on all aspects of the mission.		
i. Inspected personnel and equipment for readiness.		
j. Assigned individual duties and responsibilities to team members.		
2. Ensured the following steps were taken during recovery operations:	—	—
a. Employed safety and environmental procedures IAW applicable regulations.		
b. Questioned local inhabitants if present, and prepared DD Form 1074.		
c. Checked for booby traps, ordnance, and hazardous material prior to moving remains.		
d. Photographed remains, effects, and recovery site.		
e. Prepared a recovery site sketch and map overlay.		
f. Maintained accurate and detailed field notes of the mission.		
g. Searched area around remains for unassociated portions and PE.		
h. Attached a search and recovery tag to all remains, portions, and PE.		
i. Evacuated unassociated portions and PE separately from remains.		
j. Moved remains, feet first, to a designated processing area within the recovery site.		
k. Interviewed personnel from losing unit and prepared DD Forms 565 and 567.		
l. Inventoried PE, prepared DD Form 1076, and secured PE.		
3. Ensured the following steps were taken prior to evacuating remains, PE, and records:	—	—
a. Placed remains in a human remains pouch.		
b. Initiated a search and recovery case file for each remains.		
c. Placed PE and DD Form 1076 in a PE bag and attached PE bag to remains.		
d. Maintained communications with higher headquarters and MACP.		
e. Identified escort personnel to accompany remains, PE, and records to MACP.		
f. Checked accuracy of all paperwork accompanying remains and PE.		
g. Corrected mistakes prior to evacuating remains, PE, and records to MACP, but did not destroy any original DD Form 1076's.		
h. Loaded remains for evacuation to the MACP.		
4. Submitted necessary reports to higher headquarters and conducted an AAR.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
AR 200-1

**References
Required**

Related
AR 385-10

**Review Search and Recovery Case File
101-515-3702**

Conditions: You are working in the receiving section of a collection point. You are given remains, the search and recovery case file that matches the remains, AR 638-2, and JTTP 4-06.

Standards: Review search and recovery case files to ensure they are IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Receive the search and recovery case file from the driver or escort delivering remains, effects, and records to the collection point.
2. Ensure the case file matches the remains being delivered.
3. Review the search and recovery case file to ensure it contains the following documents:
 - a. Search and recovery tags.
 - b. DD Form 565 (Statement of Recognition of Deceased).
 - c. DD Form 567 (Record of Search and Recovery).
 - d. DD Form 1074 (Questionnaire of Local Inhabitants).
 - e. DD Form 1380 (Field Medical Card).
 - f. DD Form 2064 (Certificate of Death Overseas)
 - g. Recovery site sketch (or multiple remains recovery site sketch, if applicable).
 - h. Any photographs taken at the recovery site, and any other accompanying paperwork.
4. Obtain any missing information but do not delay normal processing and evacuation for lack of information.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, equipment, and material to perform the task. Tell the soldier that a mannequin will be used for training purposes; however, the mannequin is to be treated as if it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Received the search and recovery case file from the driver or escort that delivered remains, effects, and records to the collection point.	—	—
2. Ensured the search and recovery case file matched the remains that were delivered.	—	—
3. Reviewed the search and recovery case file and ensured that it contained: search and recovery tags, DD Forms 565, 567, 1074, 1380, and 2064, a recovery site sketch, any photographs taken at the recovery site, and any other accompanying paperwork .	—	—
4. Obtained any missing information but did not delay normal processing and evacuation for lack of information.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related
FM 10-64

Subject Area 2: Collection Point

Organize Collection Point Operations**101-515-3607**

Conditions: You are working as the Mortuary Affairs NCO assigned to one of the many positions within a theater of operations (Division G4; MSB, or FSB). You have just received orders from higher headquarters to organize collection point operations within your unit's area of responsibility. You are given JTTP 4-06, AR 10-64, operation orders, reports, area maps, map overlays, fully staffed and equipped collection point teams, and open channels of communication with all friendly units within the theater of operations.

Standards: Organize collection point operations IAW JTTP 4-06 and FM 10-64.

Performance Steps

1. Receive operation orders and reports from higher headquarters to determine the size and location of friendly forces.
2. Develop a plan for the employment of collection points (see task # 101-515-3661):
 - a. Make an assessment that identifies the MA support and capabilities needed to meet the mission requirements in that particular geographic area.
 - b. Ensure collection point teams are fully equipped and trained.
 - c. Coordinate with movement control personnel for surface and aerial transportation of deceased personnel from collection points to theater mortuary evacuation points.
 - d. Provide guidance on pre-stocking MA assets and initiate a reporting system.

NOTE: At a minimum, use 10% of the unit strength to calculate the needed stock levels of equipment and materials. Unit personnel should review their CTA authorizations.

- e. Perform a rear area threat evaluation and set up communications with all MA units.
- f. Prepare a situation map with proposed collection point locations and submit the situation map to higher headquarters for review.

3. Organize collection point operations (see task # 101-515-2606):
 - a. Select sites for collection points providing direct support to combat maneuver elements:
 - (1) Close to main supply routes to capitalize on back haul operations.
 - (2) Easily recognizable to combat units evacuating remains.
 - (3) Accessible to mobile refrigeration containers.
 - (4) Close to source of life support and personnel services, but out of sight from medical treatment facilities.
 - (5) Close to tactical communication support.
 - (6) Terrain potential for nearby interment operations.
 - b. Select sites for collection points providing general support to a given area or major command:
 - (1) Close to main supply routes.
 - (2) Ability to use existing road network or have one built.
 - (3) Ability to use existing helipad or have one built.
 - (4) Close to engineer support for construction or maintenance of road networks and helipads.
 - (5) Close to a field landing strip or fixed airport.
 - (6) Close to transportation or aviation support.
 - (7) Close to source of life support and personnel services.
 - (8) Close to tactical communication support.
 - (9) Ability to screen area from public view.
 - (10) Terrain potential for nearby interment operations.
 - c. Ensure collection point facilities are properly laid out:
 - (1) Holding Area.
 - (2) Refrigeration Trailer Area.
 - (3) Receiving Operations Section.

Performance Steps

- (4) Processing Operations Section.
- (5) Evacuation Operations Section.
- d. Enforce personal health and sanitation procedures:
 - (1) Ensure personnel have updated shot records.
 - (2) Brief personnel on the risk of contracting or spreading contagious diseases.
 - (3) Ensure personnel keep themselves, and their work areas clean.
 - (4) Ensure personnel handling remains wear, at a minimum, rubber gloves and surgical masks.
- 4. Brief appropriate commanders on the ready status of each collection point.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, equipment, and material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Received operations orders and reports from higher headquarters and determined size and location of friendly forces.	—	—
2. Developed a plan for the employment of collection points. <ul style="list-style-type: none"> a. Made an assessment that identified the MA support and capabilities needed to meet the mission requirements in that particular geographic area. b. Ensured collection point teams were fully equipped and trained. c. Coordinated with movement control personnel for surface and aerial transportation of deceased personnel from collection points to theater mortuary evacuation points. d. Provided guidance on pre-stocking MA assets and initiated a reporting system. e. Performed a rear area threat evaluation and set up communications with all MA units. f. Prepared a situation map with proposed collection point locations and submitted the situation map to higher headquarters for review. 	—	—
3. Organized collection point operations: <ul style="list-style-type: none"> a. Selected sites for collection points providing direct support to combat maneuver elements: <ul style="list-style-type: none"> (1) Close to main supply routes. (2) Easily recognizable to combat units evacuating remains. (3) Accessible to mobile refrigeration containers. (4) Close to life support and personnel services, but out of sight from medical treatment facilities. (5) Close to tactical communication support. (6) Terrain potential for interment operations. b. Selected sites for collection points providing general support to a given area or major command: <ul style="list-style-type: none"> (1) Close to main supply routes. (2) Ability to use existing road network or have one built. (3) Ability to use existing helipad or have one built. (4) Close to engineer support for construction or maintenance of road networks and helipads. (5) Close to a field landing strip or fixed airport. (6) Close to transportation or aviation support. (7) Close to source of life support and personnel services. (8) Close to tactical communication support. (9) Ability to screen area from public view. (10) Terrain potential for interment operations. 	—	—

Performance Measures

GO **NO GO**

- c. Ensured collection point facilities were properly laid out:
 - (1) Holding Area.
 - (2) Refrigeration Trailer Area.
 - (3) Receiving Operations Section.
 - (4) Processing Operations Section.
 - (5) Evacuation Operations Section.
 - d. Enforced personal health and sanitation procedures:
 - (1) Ensured personnel had updated shot records.
 - (2) Briefed personnel on the risk of contracting or spreading contagious diseases.
 - (3) Ensured personnel kept themselves and their work areas clean.
 - (4) Ensured personnel handling remains wore, at a minimum, rubber gloves and surgical masks.
4. Briefed appropriate commanders on the ready status of each collection point. _____ _____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 10-64
JTTP 4-06

Related

Subject Area 3: MA Decontamination Point

**Supervise Mortuary Affairs Decontamination Collection Point (MADCP) Operations
101-515-3628**

Conditions: You are working at a Mortuary Affairs Decontamination Collection Point (MADCP). Your NCOIC has instructed you to Supervise the MADCP operations.

Standards: According to AMC-R 700-107, FM 3-4, FM 3-5, JCS PUB 1-03.7, JTTP 4-06 and STP0308.

Performance Steps

1. Supervise MADCP operations.

a. Coordinate with higher headquarters when MADCP operations are implemented.

NOTE: The Component and subordinate commands will develop support plans to implement the MADCP operations.

b. Assign duties and responsibilities.

- (1) Recovery of remains from the battlefield to the MADCP.
- (2) Transporting remains and personal effects from the battlefield.
- (3) Decontamination and field verification.
- (4) Movement of remains.
- (5) Performing verification checks.
- (6) Receiving contaminated remains.
- (7) NBC hazards.
- (8) Medical hazards.
- (9) Processing remains.

c. Develop Standard Operating Procedures for:

- (1) Recovering remains.
- (2) Processing remains.
- (3) Preparing records.
- (4) Precautions to protect personnel.
- (5) Transportation and personnel.
- (6) Route (Strip map) for transporting contaminated remains and personal effects.
- (7) Decontamination procedures for vehicles and personnel entering MADCP site.
- (8) Contaminated equipment used in evacuation of remains and personal effects decontaminated prior leaving MADCP site.
- (9) Delivery request of the sets from operational project stocks (OPS) to the theater.
- (10) Additional guidance and support for the decontamination operations.
- (11) Equipment be issued from theater OPS stocks
- (12) Equipment moved to a location adjacent to the contaminated area.
- (13) Stockage and replenishment of supplies and equipment.
- (14) Thoroughly trained personnel in NBC operations and in the use of personnel protective measures
- (15) Final verification.

d. Train supported personnel assets on MADCP operations.

- (1) Equipment.
- (2) Safety.
- (3) Sanitation.
- (4) NBC protective measures.
- (5) First aid measures.
- (6) Lifting requirements.
- (7) Heat stress.
- (8) Work and rest cycles according to FM 3-4.
- (9) Hazardous waste disposal.

Performance Steps

- (a) Place all clothing in the same sump into which the water from the wash/rinse station drained.
- (b) Implement and alternate means of disposal when sump cannot be used.
- (10) Bloodborne pathogens.
- e. Calculate the number of personnel required to operate a MADCP based on the number of remains expected.
- f. Ensure that 30 to 48 remains can be processed during a 12 hour period
- g. Ensure that the MADCP has the required personnel for the operation.

NOTE: Operational personnel should be from the Army mortuary affairs company; however, specialists from other services can fill additional positions.

- h. Ensure transportation assets are available to reduce confusion and avoid the spread of contamination.

NOTE: There are three types of transportation on the battlefield (Personnel, Ground vehicles, and aircraft)(See FM 3-5).

2. Coordinate with higher headquarters for:

- a. Engineer support to prepare the MADCP site that is selected.
- b. Communication support.
- c. Communication equipment, such as long-range FM radios, wire and hand held sets.
- d. Decontamination support.
- e. Decontamination personnel to complete the detailed decontamination at the MADCP.
 - (1) Biological contamination.
 - (2) Nuclear contamination.
- f. Security force support to protect the MADCP operation area against enemy action and to prevent unauthorized personnel from entering the area.
- g. Medical support for MADCP personnel for combat related injuries and occupational hazards resulting from working in the type of environment.
- h. Maintenance personnel and support.
- i. Maintenance of equipment (Direct Support (DS) or General Support (GS)).
- j. Transportation and personnel support.
- k. EOD personnel and equipment support.
- l. EOD support to clear unexploded ordnance that is removed from the remains and the work site.
- m. Life Support/Personnel Services (This can be accomplished by the nearest unit for subsistence, laundry, health, and billeting).
- n. Logistical support.

3. Select Site.

- a. Request a MADCP kit be pre-positioned in the proximity to a known contaminated area
- b. Select a site for the MADCP near the contaminated area.

NOTE: This is when remains are processed, they can be moved a short distance to a clean (non-contaminated) area for quality control check.

- c. Select the site upwind of the contaminated area.
- d. Design the MADCP site to incorporate environmental and terrain considerations such as:
 - (1) Capturing of all liquids used in the decontamination process
 - (2) Consult the NBC NCO to determine the proper disposal of these liquids.
 - (3) Natural concealment and shading such as small hills, sand dunes, buildings, and trees should be considered when possible.
- e. Request that the MADCP kit is pre-positioned to a proximity of the known contaminated area.

NOTE: Proximity to, but not within a contaminated area, to a good road network, availability of landing zones and airfields is also important and possible. You must remember that aircraft such as helicopters have a rotor wash, and Decon sites must be set up for the NBC platoon to accept them.

4. Facility Layout.

- a. Instruct personnel to place concertina wire around the perimeter with access at the dismount and release points.

Performance Steps

- b. Have NBC markers placed around the entire MADCP perimeter.
- c. Locate the clean-side of the hot line upwind of the contaminated area.
- d. Locate the processing line (from dismount point to detection/QA point) in a straight line parallel to the wind direction.
- e. Layout the MADCP - 250 meters long by 100 meters wide.
- f. Instruct the personnel to layout the following sequence:
 - (1) Dismount point.
 - (2) Holding station.
 - (3) Reception station.
 - (4) Wash/Rinse station.
 - (5) Detection/QA station.
 - (6) Release point.

5. Chemical Decontamination Operations .

- a. Dismount Point Mortuary affairs NCO.
 - (1) Locate the dismount point outside the MADCP perimeter.
 - (2) Instruct litter bearers to off load remains and personal effects at this location.
 - (3) Assign an evacuation number to each remains received as they are being off loaded.
 - (4) Log/Record sequential information on DD Form 1077.
 - (5) Record (etch with metal scribe) evacuation number on a metal tag.
 - (6) Attach metal tag to remains boot or foot if present.
 - (7) Ensure unused munitions, such as grenades or small arms in the munitions are placed into the holding area.
 - (8) Ensure remains are placed on litter and strapped down.
 - (9) Direct litter bearers to take the remains to the designated holding area or place in refrigerated storage.
 - (10) Ensure the proper cooling is maintained between 34 and 37 degrees Fahrenheit in the refrigerated containers.

NOTE: There are no personnel allotted for the Holding Station. The remains only await for processing by the reception station. This station is used to keep the backlog out of the processing areas. As remains are taken from the holding area, they are placed on a spine board, which is then placed on the roller conveyor.

- (11) Perform daily preventative maintenance on all equipment.
- (12) Verify number of remains being delivered to the MADCP.
- (13) Litter bearers.
 - (a) Assist off loading the remains.
 - (b) Remove unused munitions.
 - (c) Move unused munitions to munitions storage area.
 - (d) Move remains to designated area for processing.
- b. Supervise and coordinate with the following personnel.
 - (1) Reception Station (NBC E-5 NCOIC).
 - (2) 2 each E1 - E4 92M
 - (3) 2 - Litter bearers, skill/grade immaterial
 - (4) Wash & Rinse Station (NBC NCO E5 NCOIC).
 - (5) 1 - MA NCO (E5) 92M
 - (6) 2 each - E1 - E4 92M
 - (7) 2 each - Station operator, skill/grade immaterial.
 - (8) Detection/QC Station (NBC NCO E6 NCOIC)
 - (9) 1 - E4 92M
 - (10) 5 - Litter bearers, skill/grade immaterial.
 - (11) Release Station (MA OIC 02/03 (4V))
 - (12) 1 - MA NCO (E5) 92M
 - (13) 4 - MA E1-4 92M (one each)
 - (14) 2 - Litter bearers, skill/grade immaterial.
 - (15) 2 - Medical NCO E5

Performance Steps

6. Instruct personnel that remains will be brought to the reception station on a spine board and rolled on the roller conveyor (from the Dismount point).
 - a. Ensure that two soldiers inventory the personal effects at all times.
 - (1) One mortuary affairs specialist will remove the personal effects, and other identification media, and describe the effects to the second mortuary affairs specialist who will record the information on DD Form 1076 (Record of Personal Effects).
 - (2) Cut open all pockets to ensure that all effects are recovered
- (3) Cut off all clothing and equipment.

NOTE: Identification tags found around the neck are left on the remains.

- b. Ensure metal tag with the evacuation number is reattached to the remains.
- c. Ensure all personal effects are checked with the appropriate monitor/test kit device for chemical contamination.
- d. Effects that test negative are placed in a plastic bag along with a tag with the evacuation number placed on it.
- e. Ensure durable effects i.e. watches or rings, which test positive, are also placed in a plastic bag with an evacuation tag.
- f. Nondurable items which test positive are entered on a Certificate of Destruction and placed in the contaminated waste barrel with all contaminated clothing and equipment.
- g. Items of intelligence value are placed in a plastic bag, tagged with the same evacuation number as the remains, and set aside.
- h. When clothing has been removed and the personal effects inventoried, the case file and personal effects are given to the litter bearer.
- i. Litter bearers.
 - (1) Ensure remains are positioned on litter.
 - (2) Hand carry the case file and personal effects while rolling the remains to the wash/rinse station on the conveyor system.

NOTE: To ensure the proper dignity and respect due the remains, private areas are kept covered during processing.

7. Wash/Rinse Station.

- a. Mortuary affairs NCO.
 - (1) Receive remains, personal effects and case files from the litter bearers.
 - (2) Roll up the sides of the tent to allow for ventilation.
 - (3) Check the pH of the hypochlorite solution with the test kit once each hour.

NOTE: The pH level is maintained at between 11 or 12. If it should drop lower, an alkaline additive (limestone) (calcium hydroxide or sodium hydroxide) is added. If it rises, citric acid is added to lower the pH.

- b. Litter bearers.
 - (1) On arrival at the station, move remains to the wash/rinse portion of the tent
 - (2) Leave remains on the spine board and roller conveyors.
 - (3) Give the case file and all personal effects to the mortuary affairs NCO at this station.
 - (4) Assist in decontaminating the remains.
 - (5) Move remains as required.
- c. Station operators.
 - (1) Spray remains with soapy water and wash with a sponge.

NOTE: Personnel must be sure to wash between the legs and under the arms, and pay particular attention to the hair, eyes, mouth, and ears.

- (2) Roll remains onto the side to ensure that they are completely washed.
 - (a) Use a sodium hypochlorite solution after the remains are completely washed.
 - (b) Spray remains with 1 to 2 percent sodium hypochlorite.
 - (c) Use a sponge or soft bristle brush in conjunction with the spray when applying the sodium hypochlorite solution.

NOTE: Particular attention must be paid to hair, scalp, pubic areas, and fingernails.

Performance Steps

- (d) Use a moderate pressure spray at all times, especially when spraying into wounds, the mouth, and nostrils.
- (e) Ensure that the sodium hypochlorite solution is kept in constant contact with the remains for at least five minutes prior to washing off.
- (f) Direct the spray into wounds, the mouth, and nostrils.
- (g) Rinse the remains with a clear water to remove the residue after five minutes.
- (h) Clean/decontaminate the personal effects and spine board in the same manner as the remains.

NOTE: Ensure that the run-off is captured in a sump. Ensure that the sump is lined with an NBC protective cover to prohibit seepage of the run-off into the ground.

- (i) Place personal effects in a clean plastic bag and tag with the evacuation number, after decontamination, and keep them associated with the remains.
- (j) Allow the remains to drain completely before being moving them to the Detection/Quality Control Station.

- d. Litter bearers (or remains handlers) move the remains, case files, and personal effects to the Detection/QC Station.

NOTE: Environmental - Ensure all liquids used in the decontamination process are disposed of IAW NBC NCO guidance, environmental policies (EPA), and Occupational Safety and Health Association (OSHA) standards.

8. Detection/Quality Control Station.

NOTE: Particular attention must be paid to hair, scalp, pubic areas, and fingernails.

a. Mortuary affairs NCO.

- (1) Receive remains, personal effects and case files from the litter bearers.
- (2) Secure the personal effects and case files to the remains.
- (3) Check the remains to ensure all contamination has been eliminated.

b. Litter bearers.

- (1) Provide Mortuary Affairs NCO with the remains, personal effects and case files at the detection/quality control station.
- (2) Place top half of a transfer case over the remains as they lie on the spine board on the roller conveyor.
- (3) Provide the mortuary affairs specialist the personal effects and case files for the remains.

c. Nuclear, Biological and Chemical (NBC) NCO.

- (1) Raise the side of the transfer case and check the remains with the appropriate test/monitor kit/device.
- (2) Check the personal effects with the appropriate monitoring/test kit/device.
 - (a) Place the stem of the CAM inside the plastic bag.

(b) Effects that have passed are placed in the same bag with the noncontaminated nondurable effects.

d. Mortuary affairs NCO.

- (1) Remove the top half of the transfer case and clean with decontaminating solution.
- (2) Place the remains in a human remains pouch and move to the hot line along with the personal effects and case file.

NOTE: If the remains or effects register any contamination, they are returned to the wash/rinse station to repeat the decontamination process. If the remains still register contamination after three decontamination attempts, they will be segregated in the holding area and technical experts will be consulted.

- (3) If remains cannot be decontaminated, they will be interred in theater, with the theater commander's concurrence.

e. Litter bearers.

- (1) Meet litter bearers at the hot line from the release station.
- (2) Transfer the remains to a clean litter brought from the release station.
- (3) Return the spine board to the reception station.
- (4) Transfer the case files and personal effects to the litter bearers from the release station.
- (5) Move remains from the contaminated area to a non-contaminated area at the hot line.

Performance Steps

NOTE: Instruct personnel not to cross to the non-contaminated side without first completing the personal decontamination process.

9. Release Point.

a. Litter bearers.

- (1) Move the remains, personal effects, and the case files to the Release Point.
- (2) Place remains in a second remains pouch.
- (3) Provide the personal effects and case files to the mortuary affairs specialist who will make the appropriate entries on the Mortuary Affairs Automated Information System.

b. MA NCO.

- (1) Perform a second inventory of personal effects and check them against the accompanying DD Form 1076.

NOTE: The mortuary affairs specialist will sign the DD Form 1076 if the inventory is correct. If the inventory is incorrect, shortages will be immediately investigated with the previous processing station.

- (2) Verify accuracy of DD Form 1076 after the mortuary affairs specialist places the personal effects and case files into a large plastic bag.
- (3) Select a seal, and enter the number on the top right hand corner of DD Form 1076.
- (4) Place the personal effects bag inside the remains pouch with the remains.
- (5) Place the seal through the zipper of the outside remains pouch and secure.
- (6) Prepare DD Form 1075 (Convoy List of Remains) for evacuation of remains.
- (7) Place remains in refrigerated storage to await evacuation.
- (8) Record the seal number in block 7a of DD Form 1075, after the name.

c. OIC signs a certification of decontamination statement prior to releasing the remains for evacuation.

NOTE: This certification may be in a locally devised format and is included in the case file of the remains. A sample statement follows:

"This remains, evacuation number _____ has been processed through all stations of the decontamination process on _____ (date). The remains has tested negative for chemical/nuclear contamination and is certified eligible for further evacuation."

10. Theater Quality Control Station.

- a. Ensure the proper receipt, processing, accountability, and evacuation of remains and personal effects.
- b. Ensure that a final decontamination check is performed prior to remains being evacuated to the TMEP for return to CONUS.

NOTE: Locate the Theater Quality Control Station near the TMEP to ease the transfer of remains and further evacuation, if possible.

- c. Ensures remains are moved to the TMEP when cleared.
- d. Ensure that personnel at the Decontamination/quality control establish procedures to operate the check station.
- e. Have remains checked using the appropriate monitor/test kit/devices.
- f. The litter bearers move remains to this station.
- g. Place litter(s) with remains on litter stands, or as directed by station operating personnel.
- h. Personal effects will all be re-inventoried for each remains and block 11 on DD Form 1076 will be completed.
- i. Verify information recorded on DD Form 1076, and place it with the case folder in the remains pouch.

NOTE: If any remains test positive, move them to an adjacent area where they must be washed again with a hypochlorite solution, rinsed, and rechecked. After three attempts at decontamination, the remains will be segregated from the other remains and the appropriate agencies will be contacted. If remains cannot be decontaminated, they will be interred in theater, with the theater commander's concurrence.

- j. Ensures that the following records have been properly prepared.
 - (1) DD Form 1076.
 - (2) DD Form 1075.
 - (3) DD Form 1077.

Performance Steps

- (4) Certificate of clearance.
- (5) NBC-3 report.
- (6) DD Form 565.
- k. Signs statement certifying that the remains and personal effects have been tested and clear for further evacuation.
- l. Oversees the QC procedures
- m. Certifies that the remains have tested negative for contamination.

11. Collection Point Decontamination Team Procedures.

NOTE: Collection point decontamination team procedures are used when a collection point is tasked to recover contaminated remains outside of their area of responsibility.

- a. A tasking from higher headquarters will be provided to the collection point with Point of Contact, name and location.
- b. Personnel identified and assigned to the decontamination team will assemble the required supplies and move to the appropriate location provided by higher headquarters.
- c. Team will be briefed by the Point of Contact, NBC personnel, and will receive a local situation report.
- d. The assembled team will move to the edge of the contaminated area where the unit has brought the remains.
- e. Place remains and effects in a human remains pouch and move them outside the contaminated area.
- f. Place remains and effects in another human remains pouch and mark with a "C" for contaminated.
- g. transport remains back to the collection point, segregate, and test for contamination.
- h. Move remains to the Theater Quality Control Station near the Theater mortuary evacuation point.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin as though it were an actual fatality.

Performance Measures

GO NO GO

- 1. Supervised MADCP operations.
 - a. Coordinated with higher headquarters when MADCP operations were implemented.

_____ _____

NOTE: The Component and subordinate commands developed support plans to implement the MADCP operations.

- b. Assigned duties and responsibilities to assigned personnel.
 - (1) Recovery of remains from the battlefield to the MADCP.
 - (2) Transporting remains and personal effects from the battlefield.
 - (3) Decontamination and field verification.
 - (4) Movement of remains.
 - (5) Performing verification checks.
 - (6) Receiving contaminated remains.
 - (7) NBC hazards.
 - (8) Medical hazards.
 - (9) Processing remains.
- c. Developed Standard Operating Procedures for:
 - (1) Recovering remains.
 - (2) Processing remains.
 - (3) Preparing records.
 - (4) Precautions to protect personnel.
 - (5) Transportation and personnel.

Performance Measures**GO** **NO GO**

- (6) Route (Strip map) for transporting contaminated remains and personal effects.
- (7) Decontamination procedures for vehicles and personnel entering MADCP site.
- (8) Contaminated equipment used in evacuation of remains and personal effects decontaminated prior leaving MADCP site.
- (9) Delivery of the sets from operational project stocks (OPS) to the theater.
- (10) Additional guidance and support for the decontamination operations.
- (11) Equipment be issued from theater OPS stocks.
- (12) Equipment moved to a location adjacent to the contaminated area.
- (13) Stockage and replenishment of supplies and equipment.
- (14) Thoroughly trained personnel in NBC operations and in the use of personnel protective measures.
- (15) Final verification.
- d. Trained supported personnel assets on MADCP operations.
 - (1) Equipment.
 - (2) Safety.
 - (3) Sanitation.
 - (4) NBC protective measures.
 - (5) First aid measures.
 - (6) Lifting requirements.
 - (7) Heat stress.
 - (8) Work and rest cycles according to FM 3-4.
 - (9) Hazardous waste disposal.
 - (a) Place all clothing in the same sump into which the water from the wash/rinse station drained.
 - (b) Implement and alternate means of disposal when sump cannot be used.
 - (10) Bloodborne pathogens.
- e. Calculated the number of personnel required to operate a MADCP based on the number of remains expected.
- f. Ensured that 30 to 48 remains were processed during a 12 hour period.
- g. Ensured that the MADCP had the required personnel for the operation.

NOTE: Operational personnel were from the Army mortuary affairs company; however, specialists from other services filled additional positions.

- h. Ensured transportation assets were available to reduce confusion and avoid the spread of contamination.

NOTE: There are three types of transportation on the battlefield (Personnel, Ground vehicles, and aircraft)(See FM 3-5).

2. Coordinated with higher headquarters for:

- a. Engineer support to prepare the MADCP site that is selected.
- b. Communication support.
- c. Communication equipment, such as long-range FM radios, wire and hand held sets.
- d. Decontamination support.
- e. Decontamination personnel to complete the detailed decontamination at the MADCP.
 - (1) Biological contamination.
 - (2) Nuclear contamination.
- f. Security force support to protect the MADCP operation area against enemy action and to prevent unauthorized personnel from entering the area
- g. Medical support for MADCP personnel for combat related injuries and occupational hazards resulting from working in the type of environment.

Performance Measures**GO** **NO GO**

- h. Maintenance personnel and support.
- i. Maintenance of equipment (Direct Support (DS) or General Support (GS)).
- j. Transportation and personnel support.
- k. EOD personnel and equipment support.
- l. EOD support to clear unexploded ordnance that is removed from the remains and the work area.
- m. Life Support/Personnel Services (This can be accomplished by the nearest unit for subsistence, laundry, health, and billeting).
- n. Logistical support.

3. Selected MADCP Site. _____

- a. Requested a MADCP kit be pre-positioned in the proximity to a known contaminated area.
- b. Selected a site for the MADCP near the contaminated area.

NOTE: This is when remains are processed, they can be moved a short distance to a clean (non-contaminated) area for quality control check.

- c. Selected the site upwind of the contaminated area.
- d. Designed the MADCP site to incorporate environmental and terrain considerations for:
 - (1) Capturing of all liquids used in the decontamination process.
 - (2) Consulting the NBC NCO to determine the proper disposal of these liquids.
 - (3) Natural concealment and shading such as small hills, sand dunes, buildings, and trees were considered when possible.
- e. Requested that the MADCP kit was pre-positioned to a proximity of the known contaminated area.

NOTE: Proximity to, but not within a contaminated area, to a good road network, availability of landing zones and airfields was also important and possible. You must remember that aircraft such as helicopters have a rotor wash, and Decon sites had to be set up for the NBC platoon to accept them.

4. Designed the Facility Layout. _____

- a. Instructed personnel to place concertina wire around the perimeter with access at the dismount and release points.
- b. Had NBC markers placed around the entire MADCP perimeter.
- c. Located the clean-side of the hot line upwind of the contaminated area.
- d. Located the processing line (from dismount point to detection/QA point) in a straight line parallel to the wind direction.

e. Laid out the MADCP - 250 meters long by 100 meters wide.

- f. Instructed the personnel to layout the following sequence:
 - (1) Dismount point.
 - (2) Holding station.
 - (3) Reception station.
 - (4) Wash/Rinse station.
 - (5) Detection/QA station.
 - (6) Release point.

5. Chemical Decontamination Operations. _____

- a. Dismount Point Mortuary affairs NCO.
 - (1) Instructed litter bearers to off load remains and personal effects at this location.
 - (2) Instructed litter bearers to off load remains and personal effects at this location.
 - (3) Assigned an evacuation number to each remains received as they are being off loaded.
 - (4) Logged/Recorded sequential information on DD Form 1077.

Performance Measures**GO** **NO GO**

- (5) Recorded (etched with metal scribe) evacuation number on a metal tag.
- (6) Attached metal tag to remains boot or foot if it was present.
- (7) Ensured unused munitions, such as grenades or small arms in the munitions were placed into the holding area.
- (8) Ensured remains were placed on litter and strapped down.
- (9) Directed litter bearers to take the remains to the designated holding area or were placed in refrigerated storage.
- (10) Ensured the proper cooling was maintained between 34 and 37 degrees Fahrenheit in all the refrigerated containers.

NOTE: There were no personnel allotted for the Holding Station. The remains only awaited for processing by the reception station. This station was used to keep the backlog out of the processing areas. As remains were taken from the holding area, they were placed on a spine board, which was then placed on the roller conveyor.

- (11) Performed daily preventative maintenance (PMCS) on all equipment.
- (12) Verified number of remains being delivered to the MADCP.
- (13) Litter bearers.
 - (a) Assisted off loading the remains.
 - (b) Removed unused munitions.
 - (c) Moved unused munitions to munitions storage area.
 - (d) Moved remains to designated area for processing.
- b. Supervised and coordinated with:
 - (1) Reception Station (NBC E-5 NCOIC).
 - (2) 2 each E1 - E4 92M.
 - (3) 2 - Litter bearers, skill/grade immaterial
 - (4) Wash & Rinse Station (NBC NCO E5 NCOIC).
 - (5) 1 - MA NCO (E5) 92M.
 - (6) 2 each - E1 - E4 92M.
 - (7) 2 each - Station operator, skill/grade immaterial.
 - (8) Detection/QC Station (NBC NCO E6 NCOIC).
 - (9) 1 - E4 92M.
 - (10) 5 - Litter bearers, skill/grade immaterial.
 - (11) Release Station (MA OIC 02/03 (4V)).
 - (12) 1 - MA NCO (E5) 92M.
 - (13) 4 - MA E1-4 92M (one each).
 - (14) 2 - Litter bearers, skill/grade immaterial.
 - (15) 2 - Medical NCO E5.

6. Instructed personnel that remains would be brought to the reception station on a spine board and rolled on the roller conveyor (from the Dismount point). _____

- a. Ensured that two soldiers inventoried the personal effects at all times.
 - (1) One mortuary affairs specialist removed the personal effects, and other identification media, and described the effects to the second mortuary affairs specialist who recorded the information on DD Form 1076 (Record of Personal Effects).
 - (2) Cut open all pockets to ensure that all effects were recovered

(3) Cut off all clothing and equipment.

NOTE: Identification tags found around the neck were left on the remains.

- b. Ensured metal tag with the evacuation number was reattached to the remains.
- c. Ensured all personal effects were checked with the appropriate monitor/test kit device for chemical contamination.
- d. Effects that tested negative were placed in a plastic bag along with a tag with the evacuation number placed on it.
- e. Ensured durable effects i.e. watches or rings, which tested positive, were also placed in a plastic bag with an evacuation tag.

Performance Measures**GO** **NO GO**

- f. Nondurable items that tested positive were entered on a Certificate of Destruction and placed in the contaminated waste barrel with all contaminated clothing and equipment.
- g. Items of intelligence value were placed in a plastic bag, tagged with the same evacuation number as the remains, and set aside.
- h. When clothing was removed and the personal effects inventoried, the case file and personal effects were given to the litter bearer.
- i. Litter bearers.
 - (1) Ensured remains were positioned on litter.
 - (2) Hand carried the case file and personal effects while rolling the remains to the wash/rinse station on the conveyor system.

NOTE: To ensure the proper dignity and respect due the remains, private areas were kept covered during processing.

7. Wash/Rinse Station.

- a. Mortuary affairs NCO.
 - (1) Received remains, personal effects and case files from the litter bearers.
 - (2) Rolled up the sides of the tent to allow for ventilation.
 - (3) Checked the pH of the hypochlorite solution with the test kit once each hour.

NOTE: The pH level was maintained at between 11 or 12. If it dropped lower, an alkaline additive (limestone) (calcium hydroxide or sodium hydroxide) was added. If it rose, citric acid was added to lower the pH.

- b. Litter bearers.
 - (1) On arrival at the station, moved remains to the wash/rinse portion of the tent.
 - (2) Left remains on the spine board and roller conveyors.
 - (3) Gave the case file and all personal effects to the mortuary affairs NCO at this station.
 - (4) Assisted in decontaminating the remains.
 - (5) Moved remains as required.
- c. Station operators.
 - (1) Sprayed remains with soapy water and washed with a sponge.

NOTE: Personnel washed between the legs and under the arms, and paid particular attention to the hair, eyes, mouth, and ears.

- (2) Rolled remains onto the side to ensure that they were completely washed.
 - (a) Used a sodium hypochlorite solution after the remains were completely washed.
 - (b) Sprayed remains with 1 to 2 percent sodium hypochlorite.
 - (c) Used a sponge or soft bristle brush in conjunction with the spray when applying the sodium hypochlorite solution.

NOTE: Particular attention was paid to hair, scalp, pubic areas, and fingernails.

- (d) Uses a moderate pressure spray at all times, especially when spraying into wounds, the mouth, and nostrils.
- (e) Ensured that the sodium hypochlorite solution was kept in constant contact with the remains for at least five minutes prior to washing off.
- (f) Directed the spray into wounds, the mouth, and nostrils.
- (g) Rinsed the remains off with a clear water to remove the residue after five minutes.
- (h) Cleaned/decontaminated the personal effects and spine board in the same manner as the remains.

Performance Measures**GO** **NO GO**

NOTE: Ensured that the run-off was captured in a sump. Ensured that the sump was lined with an NBC protective cover to prohibit seepage of the run-off into the ground.

- (i) Placed personal effects in a clean plastic bag and tagged with the evacuation number, after decontamination, and kept them associated with the remains.

- d. Litter bearers (or remains handlers) moved the remains, case files, and personal effects to the Detection/QC Station.

NOTE: Environmental - Ensured all liquids used in the decontamination process were disposed of IAW NBC NCO guidance, environmental policies (EPA), and Occupational Safety and Health Association (OSHA) standards.

8. Detection/Quality Control Station.

NOTE: Particular attention was paid to hair, scalp, pubic areas, and fingernails.

a. Mortuary affairs NCO.

- (1) Received remains, personal effects and case files from the litter bearers.
- (2) Secured the personal effects and case files to the remains.
- (3) Checked the remains to ensure all contamination had been eliminated.

b. Litter bearers.

- (1) Provided Mortuary Affairs NCO with the remains, personal effects and case files at the detection/quality control station.
- (2) Placed top half of a transfer case over the remains as the remains lied on the spine board that was on the roller conveyor.
- (3) Provided the mortuary affairs specialist the personal effects and case files for the remains.

c. Nuclear, Biological and Chemical (NBC) NCO.

- (1) Raised the side of the transfer case and checked the remains with the appropriate test/monitor kit/device.
- (2) Checked the personal effects with the appropriate monitoring/test kit/device.
 - (a) Placed the stem of the CAM inside the plastic bag.

(b) Personal effects that passed were placed in the same bag with the noncontaminated nondurable effects.

d. Mortuary affairs NCO.

- (1) Removed the top half of the transfer case and cleaned it with decontaminating solution.
- (2) Placed the remains in a human remains pouch and moved them to the hot line along with the personal effects and case file.

NOTE: If the remains or effects registered any contamination, they were returned to the wash/rinse station to repeat the decontamination process. If the remains still registered contamination after three decontamination attempts, they were segregated in the holding area and technical experts consulted.

- (3) If remains could not be decontaminated, they were interred in theater, with the theater commander's concurrence.

NOTE: See JTTP 4-06 for further guidance.

e. Litter bearers.

- (1) Met litter bearers at the hot line from the release station.
- (2) Transferred the remains to a clean litter brought from the release station.
- (3) Returned the spine board to the reception station.
- (4) Transferred the case files and personal effects to the litter bearers from the release station.
- (5) Moved remains from the contaminated area to a non-contaminated area at the hot line.

Performance Measures

GO NO GO

NOTE: Instructed personnel not to cross to the non-contaminated side without first completing the personal decontamination process.

9. Release Point.

a. Litter bearers.

- (1) Moved the remains, personal effects, and the case files to the Release Point.
- (2) Placed remains in a second remains pouch.
- (3) Provided the personal effects and case files to the mortuary affairs specialist who made the appropriate entries on the Mortuary Affairs Automated Information System.

b. MA NCO.

- (1) Performed a second inventory of personal effects and checked them against the accompanying DD Form 1076.

NOTE: The mortuary affairs specialist signed the DD Form 1076 if the inventory was correct. If the inventory was incorrect, shortages were immediately investigated with the previous processing station.

- (2) Verified accuracy of DD Form 1076 after the mortuary affairs specialist placed the personal effects and case files into a large plastic bag.
- (3) Selected a seal, and entered the number on the top right hand corner of DD Form 1076.
- (4) Placed the personal effects bag inside the remains pouch with the remains.
- (5) Placed the seal through the zipper of the outside remains pouch and secured.
- (6) Prepared DD Form 1075 (Convoy List of Remains) for evacuation of remains.
- (7) Placed remains in refrigerated storage to await evacuation.
- (8) Recorded the seal number in block 7a of DD Form 1075, after the name.

c. OIC signed a certification of decontamination statement prior to releasing the remains for evacuation.

NOTE: This certification may be in a locally devised format and is included in the case file of the remains. A sample statement follows:

"This remains, evacuation number _____ has been processed through all stations of the decontamination process on _____ (date). The remains has tested negative for chemical/nuclear contamination and is certified eligible for further evacuation."

10. Theater Quality Control Station.

- a. Ensured the proper receipt, processing, accountability, and evacuation of remains and personal effects.
- b. Ensured that a final decontamination check was performed prior to remains being evacuated to the TMEP for return to CONUS.

NOTE: Located the Theater Quality Control Station near the TMEP to ease the transfer of remains and further evacuation, if possible.

- c. Ensures remains were moved to the TMEP when cleared.
- d. Ensured that personnel at the Decontamination/quality control established procedures to operate the check station.
- e. Had remains checked using the appropriate monitor/test kit/devices.
- f. The litter bearers moved remains to this station.
- g. Placed litter(s) with remains on litter stands, or as directed by station operating personnel.
- h. Personal effects were all re-inventoried for each remains and block 11 on DD Form 1076 was completed.

Performance Measures**GO** **NO GO**

- i. Verified information recorded on DD Form 1076, and placed it with the case folder in the remains pouch.

NOTE: If any remains tested positive, moved them to an adjacent area where they were washed again with a hypochlorite solution, rinsed, and rechecked. After three attempts at decontamination, the remains was segregated from the other remains and the appropriate agencies contacted. If remains could not be decontaminated, they were interred in theater, with the theater commander's concurrence.

- j. Ensured that the following records had been properly prepared.
 - (1) DD Form 1076.
 - (2) DD Form 1075.
 - (3) DD Form 1077.
 - (4) Certificate of clearance.
 - (5) NBC-3 report.
 - (6) DD Form 565.
- k. Signed statement certifying that the remains and personal effects had been tested and cleared for further evacuation.
- l. Oversaw the QC procedures.
- m. Certified that the remains had tested negative for contamination.

11. Collection Point Decontamination Team Procedures.

NOTE: Collection point decontamination team procedures were used when a collection point was tasked to recover contaminated remains outside of their area of responsibility.

- a. A tasking from higher headquarters was provided to the collection point with Point of Contact, name and location.
- b. Personnel identified and assigned to the decontamination team assembled the required supplies and moved to the appropriate location provided by higher headquarters.
- c. Team was briefed by the Point of Contact, NBC personnel, and received a local situation report.
- d. The assembled team moved to the edge of the contaminated area where the unit had brought the remains.
- e. Placed remains and effects in a human remains pouch and moved them outside the contaminated area.
- f. Placed remains and effects in another human remains pouch and mark with a "C" for contaminated.
- g. Transported remains back to the collection point, segregated, and tested for contamination.
- h. Moved remains to the Theater Quality Control Station near the Theater mortuary evacuation point.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References**Required**

FM 3-4
FM 3-5
JTTP 4-06

Related

AMC-R 700-107

Subject Area 4: Theater Mortuary Evacuation Point

Review TMEP Case File

101-515-3207

Conditions: You are working in the administration section of a TMEP. Given JTTP 4-06 and a case file received from the processing section quality control station.

Standards: Ensure each TMEP case file is prepared IAW JTTP 4-06.

Performance Steps

1. Ensure the following identification documents are present and accurate:
 - a. DD Form 565 (Statement of Recognition of Deceased).
 - b. DD Form 894 (Record of Identification Processing/Fingerprint Chart).
 - c. DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel).
 - d. DD Form 1380 (Field Medical Card).
 - e. DD Form 2064 (Certificate of Death Overseas)
 - f. AF Form 137 (Flight Personnel)
 - g. All other search, recovery, and collection point documents that arrived with remains.
2. Ensure the following transportation documents are present and accurate:
 - a. DD Form 1907 (Signature and Talley Record).
 - b. DD Form 173/2 (CONUS Military Shipping Priority Message).
 - c. DD Form 1384 (Transportation Control and Movement Document).
 - d. DD Form 1387 (Military Shipment Label).
 - e. DD Form 1387-2 (Special Handling Data/Certification).
3. Ensure that all discrepancies, omissions, and inaccuracies are corrected immediately.
4. Ensure that a duplicate case file, maintained at the TMEP, is completed.
5. Ensure the shipping section NCOIC is informed of the evacuation flight time, date, and mission number determined by the air terminal operations center (ATOC).
6. Ensure a signed copy of the DD Form 1907 is placed in the TMEP case file folder after the remains are delivered to the U.S. Air Force flight line special cargo handling section.

Evaluation Preparation: Use a predetermined site, and provide the soldier with the required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured DD Forms 565, 894, 1076, 1380, 2064, AF Form 137, and all other identification documents that arrived with remains were present and accurate.	—	—
2. Ensured transportation documents DD Form 1907, DD Forms 173/2, 1384, 1387, and 1387-2 were present and accurate.	—	—
3. Ensured that all discrepancies, omissions, and inaccuracies were corrected immediately.	—	—
4. Ensured that a duplicate case file, maintained at the TMEP, was completed.	—	—
5. Ensured the shipping section NCOIC was informed of the evacuation flight time, date, and mission number determined by the ATOC.	—	—

Performance Measures

GO **NO GO**

- 6. Ensured a signed copy of the DD Form 1907 was placed in the TMEP case file folder after the remains were delivered to the U.S. Air Force flight line cargo section.

_____ _____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related

Supervise TMEP Administrative Section
101-515-3703

Conditions: You are the NCOIC of a TMEP administration section. You are given JTTP 4-06, administration section personnel, case files that match the remains being evacuated from theater, all applicable transportation documents, and direct lines of communication with the air terminal operations center (ATOC).

Standards: Supervise TMEP administration section personnel to ensure operations are IAW JTTP 4-06.

Performance Steps

1. Assign individual duties to the TMEP administration section personnel:
 - a. Liaison between TMEP shipping section NCOIC and ATOC.
 - b. Case file and alpha index file preparation.
 - c. Case file review.
 - d. Supply action.
2. Ensure case file and alpha index file preparation is done accurately:
 - a. Ensure case files are received from the TMEP processing section quality control station and paperwork matches remains.
 - b. Ensure an alpha index file card for each remains is prepared for quick reference.
 - c. Ensure the following documents are copied to create a TMEP case file:
 - (1) DD Form 565 (Statement of Recognition of Deceased).
 - (2) DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel).
 - (3) DD Form 1380 (Field Medical Card).
 - (4) DD Form 2064 (Certificate of Death Overseas).
 - (5) All other records that arrived with remains.
 - d. Ensure transportation documents are prepared and placed in case file:
 - (1) DD Form 1384 (Transportation Control and Movements Document).
 - (2) DD Form 1387 (Military Shipment Label).
 - (3) DD Form 1387-2 (Special Handling Data/Certification).
 - (4) DD Form 1907 (Signature and Talley Record).
3. Ensure case file review is done accurately:
 - a. Ensure all paperwork is accurate and complete.
 - b. Ensure all paperwork matches remains being evacuated.
 - c. Ensure all paperwork has been photo copied for TMEP case file.
 - d. Ensure TMEP case files are filed sequentially using TMEP evacuation numbers.
 - e. Ensure all original case files are hand carried to TMEP shipping section NCOIC.
 - f. Ensure a signed copy of DD Form 1907 is returned to TMEP administration section and filed in the TMEP case file folder after remains are delivered to the flight line.
4. Supervise coordination between TMEP administration section and ATOC personnel:
 - a. Ensure ATOC is contacted to determine flight schedules.
 - b. Ensure ATOC is informed of how many pallets are ready for evacuation.
 - c. Ensure ATOC provides aircraft type, arrival, and departure time information.
 - d. Ensure ATOC receives a flight diversion request if wait time exceeds 24 hours.
 - e. Ensure ATOC provides mission numbers and departure times of confirmed flights.
 - f. Ensure NCOIC of TMEP shipping section is informed immediately of all coordinations.
5. Ensure administrative section personnel, material, and equipment remain mission capable:
 - a. Review supply actions.
 - b. Ensure all personnel are trained.
 - c. Inspect equipment.

Performance Steps

6. Prepare DD Form 173/2 (CONUS military mortuary shipping priority message) and dispatch message to CONUS military mortuary and JMAO with in two hours after actual flight departure.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, material, and equipment to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Assigned the following individual duties to the TMEP administration section personnel: <ol style="list-style-type: none"> a. Liaison between TMEP shipping section NCOIC and ATOC. b. Case file and alpha index file preparation. c. Case file review. d. Supply action. 	—	—
2. Supervised case file and alpha index file preparation as follows: <ol style="list-style-type: none"> a. Ensured case files were received from TMEP processing section quality control station and paperwork matched remains. b. Ensured an alpha index file card for each remains was prepared for a quick reference. c. Ensured DD Forms 565, 1076, 1380, 2064, and all other records that arrived with remains were copied to create a TMEP case file. d. Ensured DD Forms 1384, 1387, 1387-2, and DD Form 1907 transportation documents were prepared and placed in the case file. 	—	—
3. Supervised case file review and ensured the following: <ol style="list-style-type: none"> a. All paper work was accurate and complete. b. All paper work matched remains being evacuated. c. All paper work was photo copied for TMEP case files. d. All TMEP case files were filed sequentially using TMEP evacuation numbers. e. All original case files were hand carried to TMEP shipping section NCOIC. f. All signed copies of DD Form 1907 were returned to TMEP administration section and filed in the TMEP case file folders after remains were delivered to the flight line. 	—	—
4. Supervised the following coordination between TMEP administration section and ATOC: <ol style="list-style-type: none"> a. Ensured ATOC was contacted and flight schedules were determined. b. Ensured ATOC was informed of how many pallets were ready for evacuation. c. Ensured ATOC provided aircraft type, arrival, and departure time information. d. Ensured ATOC received a flight diversion request if wait time exceeded 24 hours. e. Ensured ATOC provided mission numbers and departure times of confirmed flights. f. Ensured NCOIC of TMEP shipping section was informed immediately of all coordinations. 	—	—
5. Ensured personnel, material, and equipment remained mission capable.	—	—
6. Prepared DD Form 173/2 and dispatched message to CONUS military mortuary and JMAO with in two hours after actual flight departure.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References
Required
JTTP 4-06

Related

Supervise TMEP Receiving Section
101-515-3204

Conditions: You are working as the NCOIC of the receiving section of a TMEP. Given JTTP 4-06, AR 638-2, FM 10-64, the materials necessary to prepare case files, a receiving clerk, a TMEP log book, a detail of two soldiers equipped with PPE, a delivery area for incoming remains, a holding area with refrigeration trailers for remains awaiting processing, an operations area, an area to safeguard personal effects, and an area to interview delivery or escort personnel.

Standards: Supervise TMEP receiving section personnel to ensure operations are IAW JTTP4-06, AR 638-2, and FM 10-64.

Performance Steps

1. Supervise the receipt of remains, effects, and records as follows:
 - a. Assign individual duties to section personnel.
 - b. Verify that escort and delivery personnel are being interviewed.
 - c. Verify that DD Form 1075 is obtained from the driver or escort.
 - d. Verify that DD Form 1075 is checked for accuracy.
 - e. Verify that remains are checked off DD Form 1075 as they are being off loaded.
 - f. Verify that DD Form 1075 is signed after evacuation numbers are confirmed.
 - g. Verify that DD Form 567 is checked for discrepancies.
 - h. Verify that recovery documents are checked for accuracy.
 - i. Verify that all recovery tags, seals, and documents match the remains.
 - j. Verify that any personal effects are accompanied by an accurate DD Form 1076.
 - k. Verify that all personal effects are safeguarded.
 - l. Verify the preparation of a TMEP case file (task #101-515-2701).
 - m. Verify the placement of TMEP evacuation tags on the remains and the pouch.
2. Supervise the examination of the remains:
 - a. Verify the removal and proper disposal of any hazardous material.
 - b. Verify the presence of a signed DD Form 1380.
 - c. Verify the presence of a signed DD Form 2064.
 - d. Verify the accuracy of all case file documents.
3. Ensure the accuracy and maintenance of the TMEP log book:
 - a. Verify that log book entries are based on the convoy list data (DD Form 1075).
 - b. Verify that the following information is entered into the log book:
 - (1) Operating organization.
 - (2) Location of remains.
 - (3) Date/Time remains received.
 - (4) Evacuation number.
 - (5) Deceased name data, SSN, and branch.
 - (6) Delivery personnel name, SSN, and unit.
 - (7) Evacuation information:
 - (a) Evacuation date.
 - (b) Transfer case number.
 - (c) Mission number.
 - (d) Aircraft tail number.
 - (e) Depart date/time.
 - (f) Destination.
4. Supervise the transfer of remains, effects, and records to the TMEP processing section.

Evaluation Preparation: Use a predetermined site. Provide the soldier with all the materials and personnel required to accomplish the task. Tell the soldier that for training purposes a mannequin will be used; however, the soldier is to ensure the mannequin is treated as though it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Supervised the receipt of remains, effects, and records: <ul style="list-style-type: none"> a. Assigned individual duties to section personnel. b. Verified escort and delivery personnel interviews. c. Verified that DD Form 1075 was obtained, checked for accuracy, and signed. d. Verified that all recovery tags, seals, and documents were checked for accuracy. e. Verified that all recovery tags, seals, and documents matched the remains. f. Verified that all personal effects were inventoried and safeguarded. g. Verified the preparation of a TMEP case file, and the placement of TMEP evacuation tags. 	—	—
2. Supervised the examination of the remains: <ul style="list-style-type: none"> a. Verified the removal and disposal of any hazardous material. b. Verified the presence of signed DD Form's 1380 and 2064. c. Verified the accuracy of all case file documents. 	—	—
3. Ensured the accuracy and maintenance of the TMEP log book: <ul style="list-style-type: none"> a. Verified that log book entries were based on the convoy list data. b. Verified that log book entries included: organization, location of remains, date/time of receipt, evacuation number, deceased name data, delivery personnel name data, and evacuation data. 	—	—
4. Supervised the transfer of remains, effects, and records to the TMEP processing section.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-64
 JTTP 4-06

Related

Supervise TMEP Processing Section
101-515-3205

Conditions: You are working as the NCOIC of the processing section of a TMEP. Given JTTP 4-06, AR 638-2, FM 10-64, FM 10-286, the materials necessary to prepare case files, a fingerprint kit, and a detail of soldiers equipped with PPE.

Standards: Supervise TMEP processing section personnel to ensure operations are IAW JTTP 4-06, AR 638-2, FM 10-64, and FM 10-286.

Performance Steps

1. Obtain the case file from the receiving section:
 - a. Verify that paperwork matches remains and TMEP evacuation number.
 - b. Verify that DD Form 2064 is signed and in case file.
 - c. Request a medical officer view the remains and complete DD Form 2064, if necessary.
 - d. Direct transfer of remains from receiving section or refrigeration trailer to processing section.

2. Supervise the TMEP processing section personnel:
 - a. Ensure the inspection station personnel complete these steps:
 - (1) Removes DD Form 1380 and places into case file.
 - (2) Attaches TMEP evacuation tags to remains and pouch.
 - (3) Verifies that paperwork matches remains and TMEP evacuation number.
 - (4) Puts TMEP evacuation number on all paperwork (upper right corner).
 - (5) Moves remains to processing station.
 - b. Ensure the processing station personnel complete these steps:
 - (1) Verifies that paperwork matches remains and TMEP evacuation number.
 - (2) Inspects remains for the presence of explosives or other hazardous material.
 - (3) Notifies EOD personnel and moves remains outside, if necessary.
 - (4) Returns remains to processing station once remains have been deemed safe.
 - (5) Inspects remains, clothing, and equipment for PE and identification media.
 - (6) Separates and removes field gear that has no identification media on it.
 - (7) Completes DD Form 1076, places it into case file, and attaches PE bag to remains.
 - (8) Wraps head of remains with gauze or other material to prevent the movement of bones or teeth, if evidence of a severe head trauma exists.
 - (9) Moves remains to fingerprint station.
 - c. Ensure the fingerprint station personnel complete these steps:
 - (1) Verifies that paperwork matches remains and TMEP evacuation number.
 - (2) Completes DD Form 894, if one does not already exist, and places it into case file.
 - d. Ensure the quality control station personnel complete these steps:
 - (1) Verifies that paperwork matches remains and TMEP evacuation number.
 - (2) Inspects remains and PE for hazardous material to ensure remains are ready to be placed into a transfer case.
 - (3) Inspects human remains pouch for serviceability and appearance.
 - (4) Replaces the human remains pouch if it is unserviceable or unsightly.
 - (5) Moves remains to refrigeration trailer and annotates case file with trailer number, or moves remains to TMEP shipping section.
 - (6) Hand carries case file to TMEP administration section NCOIC.

Evaluation Preparation: Use a predetermined site. Provide the soldier with all the material and personnel necessary to perform the task. Tell the soldier for training purposes a mannequin will be used; however, the mannequin is to be treated as if it were an actual fatality.

Performance Measures

1. Obtained the case file from the receiving section:

GO **NO GO**

Performance Measures

GO NO GO

- a. Verified that paperwork matched remains and TMEP evacuation number.
- b. Verified that DD Form 2064 was signed and in case file.
- c. Directed the transfer of remains from receiving section or refrigeration trailer to processing section.

2. Supervised the TMEP processing section personnel:

- a. Ensured the inspection station personnel completed these step:
 - (1) Removed DD Form 1380 and placed it into case file.
 - (2) Attached TMEP evacuation tags to remains and pouch.
 - (3) Verified that paperwork matched remains and TMEP evacuation number.
 - (4) Put TMEP evacuation number on all paperwork (upper right corner).
 - (5) Moved remains to processing station.
- b. Ensured the processing section personnel completed these steps:
 - (1) Verified that paperwork matched remains and TMEP evacuation number.
 - (2) Inspected remains for explosives or hazardous material.
 - (3) Notified EOD and removed remains, if necessary.
 - (4) Returned remains to processing station after remains were deemed safe.
 - (5) Inspected remains, clothing, and equipment for PE and identification media.
 - (6) Separated and removed field equipment that had no identification media on it.
 - (7) Completed DD Form 1076, placed it into case file, and attached PE bag to remains.
 - (8) Wrapped head with gauze if evidence of severe head trauma existed.
 - (9) Moved remains to fingerprint station.
- c. Ensured the fingerprint station personnel completed these steps:
 - (1) Verified that paperwork matched remains and TMEP evacuation number.
 - (2) Completed DD Form 894, if one did not already exist, and placed it into case file.
- d. Ensured the quality control station personnel completed these steps:
 - (1) Verified that paperwork matched remains and TMEP evacuation number.
 - (2) Inspected remains and PE for hazardous material and ensured remains were ready to be placed into a transfer case.
 - (3) Inspected human remains pouch for serviceability and appearance.
 - (4) Replaced human remains pouch if it was unserviceable or unsightly.
 - (5) Moved remains to refrigeration trailer and annotated trailer number on case file, or moved remains to TMEP shipping section.
 - (6) Hand carried case file to TMEP administration section NCOIC.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-286
 FM 10-64
 JTTP 4-06

Related

Supervise TMEP Shipping Section
101-515-3206

Conditions: You are the NCOIC of the shipping section of a TMEP. Given JTTP 4-06, a forklift with operator, a truck with driver, transfer cases, pallets, cargo nets, tie down straps, shipping tape, shipping envelopes, markers, large zip lock bags, case seals, 10 pound bags of ice, remains with matching case files, and a detail of four soldiers.

Standards: Supervise TMEP shipping personnel to ensure operations are conducted IAW JTTP 4-06.

Performance Steps

1. Assign individual duties to the shipping section personnel.
2. Receive remains from the processing section or the refrigerated holding area.
3. Receive the case file folder from the administration section and ensure the paperwork matches the remains.
4. Ensure remains are placed in a transfer case and secured with tie down straps.
5. Ensure the transfer case number is reported to the administration section for completion of the transportation documents.
6. Ensure the case file is placed in a large zip lock bag and secured with shipping tape to the top side of the remains pouch.
7. Ensure ice (8 5lb. bags) is placed in the transfer case around the remains in the appropriate places.
NOTE: Ensure ice does not contact the head area of the remains.
8. Ensure the lid is secured to the transfer case and the transfer case seals are attached.
9. Ensure one copy of the DD Form 2064, Certificate of Death (Overseas), is secured to the top of the transfer case.
10. Ensure DD Form 1387 (Military Shipment Label) is secured to the top of the transfer case at the head end approximately six inches from the edge with out covering the transfer case number.
11. Ensure the last copy of DD Form 1387-2 (Special Handling Data/Certification) is secured to the head end of the transfer case under the tube.
12. Ensure the transfer cases are palletized (maximum 12 per pallet), covered with a cargo net, and secured with tie down straps..
13. Ensure pallets are loaded onto a truck and secured with tie down straps.
14. Ensure the driver is provided with copies (one packet per pallet) of DD Form 1907 (Signature and Talley Record) and DD Form 1387-2 (Special Handling Data/Certification) for each remains being shipped.
15. Ensure remains with paperwork are delivered to the U.S. Air Force flight line cargo section, and the signed copies of DD Form 1907 are returned to the administration section NCOIC/OIC for placement into the TMEP duplicate case file.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, material, and equipment to perform the task. Tell the soldier for training purposes a mannequin will be used; however, the mannequin is to be treated as if it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Assigned individual duties to the shipping section personnel.	—	—
2. Received remains from the processing section or the refrigerated holding area.	—	—
3. Received the case file folder from the administration section and ensured the paperwork matched the remains.	—	—
4. Ensured remains were placed into a transfer case and secured with tie down straps.	—	—
5. Ensured the transfer case number was reported to the administration section for completion of the transportation documents.	—	—
6. Ensured the case file was placed in a large zip lock bag and secured to the top side of the remains pouch with shipping tape.	—	—
7. Ensured ice (85lb bags) was placed into the transfer case around the remains (not in head area).	—	—
8. Ensured the lid was secured to the transfer case and the transfer case seals were attached.	—	—
9. Ensured one copy of the DD Form 2064 was secured to the top of the transfer case.	—	—
10. Ensured DD Form 1387 was secured to the top of the transfer case at the head end approximately six inches from the edge without covering the transfer case number.	—	—
11. Ensured DD Form 1387-2 was secured to the head end of the transfer case under the tube.	—	—
12. Ensured the transfer cases were palletized, covered with a cargo net, and secured with tie down straps.	—	—
13. Ensured pallets were loaded onto a truck and secured with tie down straps.	—	—
14. Ensured the driver was provided with copies of DD Form 1907 and DD Form 1387-2 for each remains.	—	—
15. Ensured remains with paperwork were delivered to the U.S. Air Force flight line cargo section, and signed copies of the DD Form 1907 were returned to the administration section NCOIC/OIC.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related

Subject Area 6: Interment/Disinterment

**Review Interment Case File
101-515-3210**

Conditions: You are the NCOIC of a team conducting interment operations. You are given AR 638-2, JTTP 4-06, an interment case file that matches the remains being interred, interment tags, DD Form 894 (Record of Identification Processing; Fingerprint Chart), DD Form 1075 (Convoy List of Remains of Deceased Personnel), DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel), DD Form 1079 (Interment/Disinterment Register), and all other paperwork that arrived with the remains.

Standards: Ensure interment case file is IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Receive the case file folder from the team sergeant who directed the preparation of interment case files.
2. Review case file folder label and ensure it contains the following information:
 - a. Name.
 - b. Rank.
 - c. SSN.
 - d. Branch of service.
 - e. Interment processing number.
 - f. "Unidentified" if tentative ID cannot be established.
3. Review interment case file folder and ensure it contains the following documents:
 - a. All documents that arrived with remains.
 - b. DD Form 894 with fingerprints of all available fingers.
 - c. DD Form 1075 from driver or escort that delivered remains.
 - d. DD Form 1076 inventory of all personal effects being interred with remains.
 - e. DD Form 1079 indicating interment location and tentative identification of remains.
 - f. Row, space, and interment processing number annotated on all documents.
4. Obtain any missing documentation as soon as possible and submit the interment case file to higher headquarters for further review.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required material to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Received the case file folder from the team sergeant who directed the preparation of interment case files.	—	—
2. Reviewed case file folder label and ensured it contained name, rank, SSN, branch of service, interment processing number, or "unidentified" and interment processing number.	—	—
3. Reviewed interment case file folder and ensured it contained all documents that arrived with remains, DD Form's 894, 1075, 1076, 1079, and that all documents were annotated with row, space, and interment processing number.	—	—
4. Obtained any missing documentation as soon as possible and submitted the interment case file to higher headquarters for further review.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related

**Organize Interment Operations
101-515-3611**

Conditions: You are working as a section chief in the Quartermaster Mortuary Affairs Company, Echelons Above Corps (EAC). You have just received orders from higher headquarters to organize interment operations within your area of responsibility (AOR). You are given AR 638-2, AR 385-10, AR 200-1, FM 10-64, FM 10-286, FM 27-10, and JTTP 4-06.

Standards: Organize interment operations IAW JTTP 4-06.

Performance Steps

1. Receive operation orders and reports from higher headquarters.
2. Review documents and make an assessment of mission requirements.
3. Identify the following personnel to conduct interment operations:
 - a. Team leaders to enforce compliance with safety and environmental procedures.
 - b. Transportation support personnel with trucks to move interment personnel, equipment, and remains to interment site.
 - c. Engineer support personnel with earth moving equipment to open and close site.
 - d. Subordinate personnel trained in mortuary affairs operations and local labor, if available.
4. Procure the following documents, material, and equipment to conduct interment operations:
 - a. Personal protective equipment for interment personnel, human remains pouches, personal effects bags, zip lock bags, pouch/bag seals, processing tags (metal), marking stakes (4 ft. metal), and administration/processing tents.
 - b. Fingerprint kits, shovels, sledge hammers, etching tools, photography equipment, and communications equipment.
 - c. Copies of collection point case files, interment case file, and DD Forms 894, 1076, 1079.
 - d. Area map, map over-lay extracts, material to make site sketches, compass, protractor, and GPS.
5. Select an interment site location that meets the following requirements:
 - a. Site location on high ground with good drainage.
 - b. Site location that is accessible from main supply routes.
 - c. Site location large enough to meet mission requirements.
 - d. Site location that avoids high water tables and flood plains.
 - e. Site location free from underlying rock formations (determined by digging pilot holes).
6. Brief the commander on the present capabilities and limitations of the unit that will conduct the interment operations.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Received operation orders and reports from higher headquarters.	—	—
2. Reviewed documents and made an assessment of mission requirements.	—	—
3. Identified the following personnel to conduct interment operations:	—	—
a. Team leaders to enforce compliance with safety and environmental procedures.		
b. Transportation support personnel with trucks to move interment personnel, equipment, and remains to the interment site.		
c. Engineer personnel with earth moving equipment to open and close site.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
d. Subordinate personnel trained in mortuary affairs operations and local labor, if available.		
4. Procured the following documents, material, and equipment to conduct interment operations:	—	—
a. Personal protective equipment for interment personnel, human remains pouches, personal effects bags, zip lock bags, pouch/bag seals, processing tags (metal), marking stakes (4 ft. metal), and administration/processing tents.		
b. Fingerprint kits, shovels, sledge hammers, etching tools, photography equipment, and communications equipment.		
c. Copies of collection point case files, interment case file, and DD Forms 894, 1076, 1079.		
d. Area map, map over-lay extracts, material to make site sketches, compass, protractor, and GPS.		
5. Selected an interment site location that met the following requirements:	—	—
a. Site location on high ground with good drainage.		
b. Site location that is accessible from main supply routes.		
c. Site location large enough to meet mission requirements.		
d. Site location that avoids high water tables and flood plains.		
e. Site location free from underlying rock formations (determined by digging pilot holes).		
6. Briefed the commander on the present capabilities and limitations of the unit that will conduct the interment operations.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
 AR 200-1
 AR 385-10
 AR 638-2
 FM 10-286
 FM 10-64
 FM 27-10
 JTPP 4-06

Related

**Review Disinterment Case File
101-515-3211**

Conditions: You are reviewing a disinterment case file during disinterment operations. You are given AR 638-2, JTTP 4-06, and the disinterment case file (including all original interment case file documents).

Standards: Review a disinterment case file and ensure that it is IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Receive the disinterment case file from the team sergeant that directed the preparation of the disinterment case files.
2. Ensure that the disinterment case file folder label includes the following information:
 - a. Name.
 - b. Rank.
 - c. SSN.
 - d. Service component.
 - e. Disinterment processing number.
3. Review the disinterment case file to ensure that it contains the following documents:
 - a. Unit incident report.
 - b. Disinterment site sketch.
 - c. Photographs of remains.
 - d. Photographs of grave site.
 - e. Emergency War Burial Report (if available).
 - f. DD Form 894 (Record of Identification Processing; Fingerprint Chart).
 - g. DD Form 1075 (Convoy List of Remains of Deceased Personnel).
 - h. DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel).
 - i. DD Form 1079 (Interment/Disinterment Register).
 - j. All original interment case file documents and interment tags that match remains.
4. Obtain any missing information but do not delay normal processing and evacuation for lack of information.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, material, and equipment to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Received the disinterment case file from the team sergeant that directed the preparation of the disinterment case files.	—	—
2. Ensured that the disinterment case file folder label included: name, rank, SSN, service component, and disinterment processing number.	—	—
3. Reviewed the disinterment case file ensuring that it contained the following documents: <ol style="list-style-type: none"> a. Unit incident report. b. Disinterment site sketch. c. Photographs of remains and grave site. d. Emergency War Burial Report (if available). e. DD Form's 894, 1075, 1076, and 1079. f. All original interment case file documents and interment tags. 	—	—
4. Obtained any missing information, but did not delay normal processing and evacuation for lack of information.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related

Organize Disinterment Operations
101-515-3617

Conditions: As the NCOIC of a mortuary affairs (MA) team assigned to support a division within the theater of operations (TO), you have been tasked by higher headquarters to organize disinterment operations. You are given JTTP 4-06, an operations order, burial records, and interment case files.

Standards: Organize disinterment operations IAW JTTP 4-06.

Performance Steps

1. Review the operations order, burial records, and interment case files to determine the personnel and equipment needed to meet mission requirements.
2. Assign individual duties and responsibilities to the disinterment team members.
3. Coordinate the issue of the following organizational supplies:
 - a. Field note books.
 - b. Photographic equipment.
 - c. Sleep tents with heaters, if needed.
 - d. Radios and communication equipment.
 - e. Disinfecting soap and cleaning supplies.
 - f. Hand tools for digging; buckets and screens for sifting soil.
 - g. Vehicles to transport disinterment team members and equipment.
 - h. Topographic maps, compasses, and global positioning system (GPS).
 - i. Remains pouches, effects bags, zip lock bags, litters, and processing tags.
 - j. Required documents for preparing disinterment case files (see task #101-515-2704).
 - k. Occupational Safety and Health Administration (OSHA)-required personal protective equipment (PPE).
4. Coordinate the augmentation of the following support elements:
 - a. Field Ministry Team.
 - b. Food service and potable water.
 - c. Field service for shower points.
 - d. Supply service to restock material as needed.
 - e. Maintenance service for vehicles and generators.
 - f. Engineer support for heavy digging equipment and operators.
 - g. Medical service support for preventive medicine, first aid, and casualty evacuation.
 - h. Explosive ordnance disposal and security personnel support, as needed.
 - i. Transportation support to evacuate disinterred remains, effects, and records.
5. Maintain communications with command, staff, and support channels at all times.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, material, and equipment to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Reviewed the operations order, burial records, and interment case files to determine the personnel and equipment needed to meet mission requirements.	—	—
2. Assigned individual duties and responsibilities to the disinterment team members.	—	—
3. Coordinated the issue of the following organizational supplies:	—	—
a. Field note books.		
b. Photographic equipment.		
c. Sleep tents with heaters, if needed.		
d. Radios and communication equipment.		

Performance Measures

GO NO GO

- e. Disinfecting soap and cleaning supplies.
 - f. Hand tools for digging; buckets and screens to sift soil.
 - g. Vehicles to transport disinterment team members and equipment.
 - h. Topographic maps, compasses, and global positioning system (GPS).
 - i. Remains pouches, effects bags, zip lock bags, litters, and processing tags.
 - j. Required documents for preparing disinterment case files (see task #101-515-2704).
 - k. Occupational Safety and Health Administration (OSHA)-required personal protective equipment (PPE).
4. Coordinated the augmentation of the following support elements: _____ _____
- a. Field Ministry Team.
 - b. Food service and potable water.
 - c. Field service for shower points.
 - d. Supply service to restock material as needed.
 - e. Maintenance services for vehicles and generators.
 - f. Engineer support for heavy digging equipment and operators.
 - g. Medical service support for preventive medicine, first aid, and casualty evacuation.
 - h. Explosive ordnance disposal and security personnel support, as needed.
 - i. Transportation support to evacuate disinterred remains, effects, and records.
5. Maintained communications with command, staff, and support channels at all times. _____ _____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show the soldier what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related

Subject Area 7: Mortuary

Review Mortuary Case File

101-515-3209

Conditions: You are working in a mortuary. Given one viewable remains case file, one non-viewable remains case file, AR 638-2, FM 10-286, and all applicable documents.

Standards: Ensure mortuary case files are prepared IAW AR 638-2, FM 10-286, and JTTP 4-06.

Performance Steps

1. Ensure that the case files are properly labeled with name data, rank, SSN, and branch of service.
2. Ensure all PE are inventoried using DA form 54 (compared to DD Form 1076) and secured.
3. Ensure that the following documents are completed for the viewable remains case file:
 - a. DD Form 565 (Statement of Recognition of Deceased).
 - b. DD Form 891 (Record of Identification Processing; Dental Chart).
 - c. DD Form 893 (Record of Identification Processing; Anatomical Chart).
 - d. DD Form 894 (Record of Identification Processing; Fingerprint Chart).
4. Ensure that the following documents are completed for the non viewable remains case file:
 - a. DD Form 565 (Statement of Recognition of Deceased).
 - b. DD Form 890 (Record of Identification Processing; Effects and Physical Data).
 - c. DD Form 891 (Record of Identification Processing; Dental Chart).
 - d. DD Form 892 (Record of Identification Processing; Skeletal Chart) or DD Form 893.
 - e. DD Form 894 (Record of Identification Processing; Fingerprint Chart).
 - f. DA Form 2273-R (Statement of Identification).
 - g. DA Form 5520-R (Physical and Dental Comparison Chart).
5. Ensure that the following documents, if available, are obtained from the soldier's records for the non viewable remains case file:
 - a. DD Form 2 (Active) Armed Forces of the United States Geneva Convention Identification Card.
 - b. FD Form 258 (FBI U.S. Department of Justice Fingerprint Card).
 - c. DD Form 369 (Police Record Check).
 - d. Other fingerprint records, medical records and dental records with duplicate Panorex.
6. Ensure that all documents that arrived with the remains are photo copied and filed.
7. Ensure that all documents have no conflicting information, omissions, or inaccuracies.
8. Ensure that a duplicate case file to be maintained at the mortuary is prepared.

Evaluation Preparation: Use a predetermined site and provide the soldier with the required material to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Ensured the case files were properly labeled with name data, rank, SSN, and branch of service.	—	—
2. Ensured all PE was inventoried and secured.	—	—
3. Ensured DD Forms 565, 891, 893, and 894 were completed for the viewable remains case file.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
4. Ensured DD Forms 565, 890, 891, 892 or 893, 894, DA Forms 2273-R, and 5520-R were completed for the non viewable remains case file.	—	—
5. Ensured DD Forms 2, 369, FD Form 369, other fingerprint records, medical records, and dental records with duplicate Panorex were obtained from soldier's records, if available, for the non viewable remains case file.	—	—
6. Ensured all documents that arrived with remains were photo copied and filed.	—	—
7. Ensured all documents had no conflicting information, omissions, or inaccuracies.	—	—
8. Ensured that a duplicate case file to be maintained at the mortuary was prepared.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
FM 10-286

Related
JTTP 4-06

Assist the Mortuary Officer in MA Operations
101-515-3208

Conditions: You are working as the Mortuary NCOIC of an OCONUS military mortuary. You are given assigned mortuary personnel, mortuary standard operation procedures (SOP), AR 638-2, FM 10-286, remains (viewable or non-viewable), mortuary case files, embalming equipment, post embalming wrapping material, and shipping supplies.

Standards: Assist Mortuary Officer in MA Operations IAW mortuary SOP, AR 638-2, and FM 10-286.

Performance Steps

1. Ensure processing personnel assist with autopsies:
 - a. Place remains and head block on table.
 - b. Make ready all equipment pathologist may need.
 - c. Assist pathologist during autopsy.
 - d. Clean remains and equipment.
 - e. Suture remains and move to holding area.

2. Ensure processing personnel assist with embalming of remains:
 - a. Wash remains prior to embalming.
 - b. Place remains on the embalming table.
 - c. Ensure the proper embalming fluid mixtures are ready.
 - d. Assist the Mortuary Officer with embalming procedures.
 - e. Suture remains.
 - f. Wash remains, including fingernails, after embalming.

3. Ensure processing section personnel wrap embalmed viewable remains:
 - a. Pack all orifices with cotton.
 - b. Secure a diaper on the remains.
 - c. Cover female breasts with cotton.
 - d. Apply massage cream to hands and face.
 - e. Place cotton around hands and wrap with gauze.
 - f. Place cotton around head and wrap loosely with gauze.
 - g. Secure PE (personal effects) bag to wrist, if PE accompanies remains.
 - h. Place head block under the head of remains.
 - i. Secure ID tag around the neck or tape to chest.
 - j. Wrap remains in sheet and secure with safety pins.
 - k. Secure paper tag, lettered with last name of remains, to chest.
 - l. Place remains in plastic bag and secure with tape.
 - m. Prepare an area on the transfer case for the customs seal.

4. Ensure processing personnel wrap embalmed non-viewable remains:
 - a. Prepare a dressing table as follows:
 - (1) Place a U.S. Government blanket on the table.
 - (2) Place a sheet on top of the blanket.
 - (3) Place four long gauze strips on top of the sheet (perpendicular to table).
 - (4) Place a plastic sheeting over gauze strips.
 - (5) Place a layer of cotton over plastic sheeting.
 - (6) Cover the cotton with hardening compound.
 - b. Place remains on bed of hardening compound.
 - c. Cover remains with hardening compound.
 - d. Cover remains with cotton.
 - e. Wrap remains with plastic sheeting and secure with gauze strips.
 - f. Wrap remains with sheet and secure with safety pins.
 - g. Secure paper tag, lettered with last name of remains, to chest.

Performance Steps

- h. Wrap remains with blanket and secure with safety pins.
 - i. Secure ID Tag to outside of blanket.
 - j. Place remains in plastic bag and secure with tape.
 - k. Prepare an area on the transfer case for the customs seal.
5. Ensure mortuary operations section NCOIC prepares final case file.
 6. Ensure mortuary shipping section personnel prepare remains for evacuation to a CONUS military mortuary or civilian funeral home.

Evaluation Preparation: Use a predetermined site such as an actual OCONUS military mortuary processing section, if possible. Provide the soldier with required personnel, material, and equipment to perform the task. Tell the soldier that a mannequin will be used for training purposes; however, the mannequin is to be treated as if it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Ensured processing personnel assisted with autopsies.	—	—
2. Ensured processing personnel assisted with embalming remains:	—	—
3. Ensured processing personnel wrapped embalmed viewable remains:	—	—
4. Ensured processing personnel wrapped embalmed non-viewable remains:	—	—
5. Ensured mortuary operations section NCOIC prepared final case file.	—	—
6. Ensured mortuary shipping section personnel prepared remains for evacuation to a CONUS military mortuary or civilian funeral home.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
FM 10-286

Related

Supervise Mortuary Sections

101-515-3631

Conditions: You are working as the Mortuary NCOIC at an OCONUS military mortuary. You are given JTTP 4-06, AR 638-2, FM 10-286, assigned personnel, mortuary case file documents, shipping documents, and required material to prepare remains and effects for evacuation.

Standards: Supervise mortuary sections IAW AR 638-2, FM 10-286, and JTTP 4-06.

Performance Steps

1. Review, revise if necessary, and publish mortuary standard operating procedures (SOP).
2. Assign the following individual duties and responsibilities to the mortuary personnel:
 - a. Operations section personnel will:
 - (1) Receive alerts/messages of incoming remains.
 - (2) Determine number, condition, and estimated arrival time of remains.
 - (3) Enter all alerts/messages into a mortuary log book.
 - (4) Notify the Mortuary Officer/NCOIC immediately of all alerts/messages received.
 - (5) Assist the shipping section in coordinating the evacuation of remains.
 - (6) Assist the NCOIC in supply inventories, requests, and re-stocking.
 - (7) Maintain mortuary log books, case files, and alpha index card files.
 - b. Receiving section personnel will:
 - (1) Meet delivery personnel and receive remains.
 - (2) Check all documents accompanying remains for accuracy and ensure they match the remains being delivered.
 - (3) Ensure a signed DD Form 2064 (Certificate of Death Overseas) and a DD Form 565 (Statement of Recognition of Deceased) are present.
 - (4) Complete and sign receipt for the remains.
 - (5) Inventory personal effects and prepare DA Form 54 (Record of Personal Effects).
 - (a) Initiate an investigation if any discrepancies exist.
 - (b) Annotate any missing PE on DA Form 54.
 - (c) Follow up on the investigation.
 - (6) Place personal effects with a copy of DA Form 54 in the mortuary safe.
 - (7) Prepare AE Form 1255-R (Clothing Inventory) for clothing accompanying remains.
 - (8) Ensure all original documents are placed in the deceased case file and copies of all documents accompany remains for evacuation.
 - (9) Handle "CONTAGIOUS" remains in the following manner:
 - (a) All mortuary personnel will wear appropriate PPE (personal protective equipment).
 - (b) All waste material will be placed in a red HAZMAT (hazardous material) plastic bag and marked "CONTAGIOUS".
 - (c) All instruments used will be properly cleaned and disinfected.
 - (d) All contagious remains will be identified with 5" X 8" cards marked "CONTAGIOUS" attached to the remains pouch and the head end of the embalming table.
 - (e) All transfer cases holding contagious remains will be identified with a 2" X 4" label marked "CONTAGIOUS" attached to the head end of the transfer case.
 - (10) Move remains to processing section.
 - c. Processing section personnel will:
 - (1) Initiate a mortuary preparation check list and mortuary case file folder for each remains.
 - (2) Place remains on the embalming table, remove the remains from pouch, place head block under remains head, and cover remains with a sheet.
 - (3) Prepare leg band with name, rank, SSN, branch of service, and case number for remains.
 - (4) Attach leg band to lower left leg of remains.
 - (5) Prepare ID tags (3 per remains) with name, rank, SSN, and branch of service of remains.
 - (a) Attach one ID tag to left great toe of remains.
 - (b) Attach one ID tag to the head end of the wrapping.

Performance Steps

- (c) Attach one ID tag to the head end of the transfer case.
 - (6) Prepare DD Form 891 (Record for Identification Processing; Dental Chart).
 - (7) Prepare DD Form 893 (Record for Identification Processing; Anatomical Chart).
 - (8) Prepare DD Form 894 (Record of Identification Processing; Fingerprint Chart).
 - (9) Prepare AF Form 137 (Footprint Chart).
 - (10) Wash remains prior to embalming and assist embalmer.
 - (11) Wash remains after embalming (including fingernails) and assist with suturing remains.
 - (12) Pack all body orifices with cotton, secure a diaper on remains, and apply massage cream to remains hands and face.
 - (13) Perform post embalming wrapping of remains and move remains to shipping section (see task # 101-515-3208).
 - (14) Secure the remains personal effects bag, with a copy of the DA Form 54 enclosed, to the lower left arm of the remains.
 - (15) Ensure all documents are placed in case file folder and hand carried to operations section.
 - d. Shipping section personnel will:
 - (1) Place wrapped remains into assigned transfer case and secure remains with tie down straps.
 - (2) Secure transfer case lid, weigh case and contents, and provide operations section with weight information.
 - (3) Remove lid, place deceased case file documents required by the Port of Entry Mortuary in a zip lock bag at the head end of the transfer case, and replace lid.
 - (4) Secure transportation documents to the transfer cases.
 - (5) Complete the mortuary preparation checklist, sign remains out of the mortuary log book, and deliver the remains to the Air Force Special Handling Personnel at the air base.
 - (6) Ensure Air Force personnel receiving remains sign for the remains being delivered.
 - (7) Ensure signed receipts for remains are returned to the mortuary operations section and placed in the remains mortuary case file.
3. Cross-train mortuary personnel to perform all mortuary section duties, and rotate personnel to ensure proficiency.
4. Supervise mortuary sections, and regularly counsel mortuary personnel to ensure all duties and responsibilities are being performed IAW SOP and regulations.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, material, and equipment to perform the task. Tell the soldier that a mannequin will be used for training purposes; however the mannequin is to be treated as if it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Reviewed, revised if necessary, and published mortuary SOP.	—	—
2. Assigned the following individual duties and responsibilities to the mortuary personnel:	—	—
a. Operations section personnel:		
(1) Receive alerts/messages of incoming remains.		
(2) Determine number, condition, and estimated arrival time of remains.		
(3) Enter all alerts/messages into a mortuary log book.		
(4) Notify the Mortuary Officer/NCOIC immediately of all alerts/messages received.		
(5) Assist the shipping section in coordinating the evacuation of remains.		
(6) Assist the NCOIC in supply inventories, requests, and re stocking.		
(7) Maintain mortuary log books, case files, and alpha index card files.		
b. Receiving section personnel:		
(1) Meet delivery personnel and receive remains.		

Performance Measures**GO NO GO**

- (2) Check all documents accompanying remains for accuracy and ensure they match the remains being delivered.
 - (3) Ensure a signed DD Form 2064 and DD Form 565 are present.
 - (4) Complete and sign receipt for remains.
 - (5) Inventory personal effects and prepare DA Form 54.
 - (6) Place personal effects with a copy of the DA Form 54 in the mortuary safe.
 - (7) Prepare AE Form 1255-R.
 - (8) Ensure all original documents are placed in the deceased case file and copies of all documents accompany remains for evacuation.
 - (9) Handle "CONTAGIOUS" remains ensuring proper use of PPE, HAZMAT receptacles, instruments, and marking of remains pouch, embalming table, and transfer case.
 - (10) Move remains to the processing section.
- c. Processing section personnel:
- (1) Initiate a mortuary preparation checklist and mortuary case file folder for each remains.
 - (2) Place remains on the embalming table, remove remains from pouch, place head block under remains head, and cover remains with a sheet.
 - (3) Prepare a leg band with name, rank, SSN, branch of service, and case number for remains.
- (4) Attach leg band to lower left leg of remains.
- (5) Prepare ID tags (3 per remains) with name, rank, SSN, and branch of service of remains.
 - (6) Attach ID tags to left great toe of remains, head end of the wrapping, and head end of the transfer case.
 - (7) Prepare DD Forms 891, 893, and 894.
 - (8) Prepare AF Form 137.
 - (9) Wash remains prior to embalming and assist embalmer.
 - (10) Wash remains after embalming (including finger nails) and assist with suturing remains.
 - (11) Pack all body orifices with cotton, secure a diaper on remains, and apply massage cream to remains hands and face.
 - (12) Perform post embalming wrapping of remains and move remains to shipping section.
 - (13) Secure the remains personal effects bag, with a copy of the DA Form 54 enclosed, to the lower left arm of the remains.
 - (14) Ensure all documents are placed in case file folder and hand carried to operations section.
- d. Shipping section personnel:
- (1) Place wrapped remains into assigned transfer case and secure remains with tie down straps.
 - (2) Secure transfer case lid, weigh case and contents, and provide operations section with weight information.
 - (3) Remove lid, place deceased case file documents required by the Port of Entry Mortuary in a zip lock bag at the head end of the transfer case, and replace lid.
 - (4) Secure transportation documents to the transfer cases.
 - (5) Complete the mortuary preparation checklist, sign remains out of the mortuary log book, and deliver remains to the Air Force Special Handling Personnel at the air base.
 - (6) Ensure Air Force personnel receiving remains sign for the remains being delivered.
 - (7) Ensure signed receipts for remains are returned to the mortuary operations section and placed in the remains mortuary case file.

Performance Measures

GO **NO GO**

- | | | |
|--|---|---|
| 3. Cross-trained mortuary personnel to perform all mortuary section duties, and rotated personnel to ensure proficiency. | — | — |
| 4. Supervised mortuary sections, and regularly counseled mortuary personnel to ensure all duties and responsibilities are performed IAW SOP and regulations. | — | — |

Evaluation Guidance: Score the soldier a GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
FM 10-286
JTTP 4-06

Related

Subject Area 8: Staff

**Coordinate Mortuary Affairs Operations on Battalion or Higher Staff Level
101-515-3661**

Conditions: You are working as the Mortuary Affairs NCO assigned to one of the many positions within a Theater of Operations (TO) (for example, Corps G4: COSCOM ACoS, Services; Division G4; MSB in the division area, or FSB in the brigade area). You are given AR 638-2, FM 10-64, DOD Directive 1300.22, CJCS MOP 16, STANAG 2070, FM 55-65, FM 55-9, FM 21-26, FM 101-5-1, FM 101-5, and FM 100-8.

Standards: Coordinate mortuary affairs operations on the battalion or higher staff level to ensure policies and procedures are executed IAW applicable regulations.

Performance Steps

1. Identify the size, location, and mission of friendly forces.
2. Prepare an assessment that identifies the MA support and capabilities needed to meet the mission requirements in that particular geographic area (see task #101-515-2224).
3. Prepare a mission analysis:
 - a. Include the size and location of the AOR.
 - b. Include the number of troops supported and the geographical deployment of the units within the AOR.
 - c. Include the flow chart illustrating how remains and effects will be routed through the AOR for MA.
4. Develop plans and policies to establish search and recovery, interment, disinterment, MACP, MADCP, TMEP, and PE Depot operations within TO.
5. Develop plans and policies for MA during multinational operations to ensure:
 - a. Coordination among unified commands.
 - b. Joint doctrine takes precedence over all other doctrine.
 - c. Use of the same records and reports for all deceased regardless of nationality.
 - d. Accountability of records for remains and effects transferred to host or allied nations.
 - e. Remains and effects are processed IAW applicable international agreements
 - f. Co-mingled U.S., allied, and enemy remains are processed IAW international agreements.
 - g. Information requests from the media go through the PAO (Public Affairs Officer).
 - h. Information requests from other sources (including family members) go through higher headquarters and JMAO.
 - i. Remains of U.S. military and civilian personnel are evacuated to OCONUS/CONUS mortuaries.
6. Provide input for OPLANS/OPORDS (based on your assessment, analysis, and plans) to the appropriate commanders and staff officers.
7. Maintain communications with all MA units and higher headquarters within TO.
8. Review and revise assessments, analyses, and plans as mission requirements change.

Evaluation Preparation: Use a predetermined site. Provide the soldier with all required material to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Identified the size, location, and mission of friendly forces.	—	—
2. Prepared an assessment that identified the MA support and capabilities needed to meet the mission requirements in that particular geographic area.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
3. Prepared a mission analysis:	—	—
a. Included the size and location of the AOR.		
b. Included the number of troops supported and the geographical deployments of the units within the AOR.		
c. Included the flow chart illustrating how remains and effects will be routed through the AOR for MA.		
4. Developed plans and policies to establish search and recovery, interment, disinterment, MACP, MADCP, TMEP, and PE Depot operations with in TO.	—	—
5. Developed plans and procedures for MA during multinational operations to ensure:	—	—
a. Coordination among unified commands.		
b. Joint doctrine takes precedence over all other doctrine.		
c. Use of the same records and reports for all deceased regardless of nationality.		
d. Accountability of records for remains and effects transferred to host or allied nations.		
e. Remains and effects are processed IAW applicable international agreements.		
f. Co-mingled U.S., allied, and enemy remains are processed IAW international agreements.		
g. Information requests from the media go through the PAO.		
h. Information from other sources go through higher headquarters and JMAO.		
i. Remains of U.S. military and civilian personnel are evacuated to OCONUS/CONUS mortuaries.		
6. Provided input for OPLANS/OPORDS to the appropriate commanders and staff officers.	—	—
7. Maintained communications with all MA units and higher headquarters within TO.	—	—
8. Reviewed and revised assessments, analyses, and plans as mission requirements changed.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show the soldier what was done wrong and how to do it correctly.

References

Required	Related
AR 638-2	
DOD DIRECTIVE 3100.22	
FM 100-8	
FM 101-5	
FM 101-5-1	
FM 10-64	
FM 3-25.26	
FM 55-65	
FM 55-9	
JTTP 4-06	
STANAG 2070	

Skill Level 4

Subject Area 1: Search and Recovery

**Supervise the Employment of a GPS
101-515-4501**

Conditions: You are working in a field environment as a Platoon Sergeant assigned to a Quartermaster Mortuary Affairs Company. Members of your platoon are employing a global positioning system (GPS) while preparing a recovery site sketch. You are supervising the employment of the GPS given JTTP 4-06, FM 21-26, and the operator's manual (TM 11-5825-291-13).

Standards: Supervise the employment of a GPS IAW JTTP 4-06, FM 21-26, and the operator's manual.

Performance Steps

1. Verify that GPS is serviceable prior to deployment.
2. Verify that all GPS accessories and batteries are serviceable prior to deployment.
3. Verify that maintenance is performed IAW operators manual (before, during, and after operation).
4. Verify that personnel are trained on the following tasks prior to deployment:
 - a. Perform PMCS on GPS.
(see operators manual)
 - b. Plot Position Using GPS.
(task # 101-515-1601)
 - c. Navigate Using a GPS.
(task # 101-515-2601)
 - d. Confirm Location Using GPS.
(task # 101-515-3601)
5. Verify that the GPS is employed IAW operators manual.
6. Verify that the GPS is issued to the operator by hand receipt.
7. Verify that the GPS serial number is annotated in your leader's book.
8. Verify that security/accountability of the GPS is maintained from issue to turn in.

NOTE: As a leader, you must conduct frequent spot checks/inspections to maintain accountability of all sensitive items.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel and equipment to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Verified that the GPS was serviceable prior to deployment.	_____	_____
2. Verified that all GPS accessories and batteries were serviceable prior to deployment.	_____	_____
3. Verified that maintenance was performed IAW operators manual.	_____	_____
4. Verified that personnel were trained on the following tasks prior to deployment:	_____	_____
a. Perform PMCS on GPS.		
b. Plot Position Using GPS. (task #101-515-1601)		

Performance Measures	<u>GO</u>	<u>NO GO</u>
c. Navigate Using GPS. (task #101-515-2601)		
d. Confirm Location Using GPS. (task #101-515-3601)		
5. Verified that the GPS was employed IAW operator's manual.	—	—
6. Verified that the GPS was issued to the operator by hand receipt.	—	—
7. Verified that the GPS serial number was annotated in your leader's book.	—	—
8. Verified that security/accountability of the GPS was maintained from issue to turn in.	—	—

Evaluation Guidance: Score the soldier a GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show the soldier what was done wrong and how to do it correctly.

References

Required

FM 3-25.26

JP 4-06

TM 11-5825-291-13

Related

Subject Area 2: Collection Point

Supervise Collection Point Operations**101-515-4507**

Conditions: As a Mortuary Affairs NCO, given AR 638-2 and JTTP 4-06, you must supervise collection point operations for the selection of a new collection point, updating the situation map, receipt, processing and evacuation of remains.

Standards: Supervise collection point operations according to AR 638-2, FM 101-5, FM 5-36, FM 101-5-1, FM 21-26 and JTTP 4-06.

Performance Steps

1. Provide commander and staff with an evaluation and an estimate of impact on planned collection point operations.
2. Recommend improvements.
 - a. For assigning responsibilities.
 - b. Improvement of collection point operations.
3. Provide input to the Supplemental Operation Plan.
4. Supervise all collection point operations.
5. Provide plans to your Officer-in-Charge for mobilization, certification, verification and deployment.
 - a. New personnel to train.
 - b. Loading plans in place.
 - c. SOP instructions updated.
6. Select route movements of routes that have few tactical implications (See FM 5-36).
 - a. Develop a time movement table.
 - b. Develop the line(s) of movement.
 - c. Develop a route and terrain analysis for collection point personnel for movement (See FM 101-5, FM 5-36, FM 101-5-1 and FM 21-26) for one location to another.
 - d. Identify major road nets, alternate routes, rail routes, choke points, bridges, streams and river crossings.
 - e. List the terrain features that would effect the new area selected on cover and concealment.
7. Identify desirable collection point site locations.
8. Ensure a map, air and ground reconnaissance of the area is conducted to identify the most suitable area.
9. Inspect collection point layout, loading and contingency plans.
10. Review movement order (Strip Map).
 - a. Start and release points.
 - b. Route numbers.
 - c. Place names.
 - d. Critical points.
 - e. Directional arrows.
 - f. Distance between points.
 - g. Bivouac, rest, halt and refueling areas.
 - h. Communication frequencies.
11. Upon moving collection point to a new location.

Performance Steps

- a. Notify your higher headquarters (S2/S3) that the move has been accomplished.
- b. Confirm your location.
- c. Record the collection point site location.
- d. Enter the communications net as soon as possible.
- e. Provide your higher headquarters with status reports.

12. Locate the collection point.

- a. Near medical evacuation lines.
- b. Near, but not on main supply routes (MSR).
- c. Away from land marks which may be used by the enemy as reference points.
- d. In a building in a town or village , when possible.
- e. Near railways and waterways,
- f. Near an airfield or helipad, when possible.
- g. Has a good road network.
- h. Where it is concealed from other operating areas and passing traffic and troops.
- i. Natural screening, concealment, or camouflage is used to avoid observation by enemy forces and for ease of defense, positioning of weapons, and the building of obstacles.

13. Train assigned personnel in collection point procedures, when required.

14. Deactivate collection point.

- a. Move with support activities.
- b. Based on the current tactical situation.

15. Provide your company and higher headquarters with information on a daily basis to update their situation map depicting your location(s).

NOTE: This is due to the highly paced mobility and tactical situation of the theater. It may become necessary for the collection point to operate all three sections from the back of a designated vehicle or a designated area.

- a. Request information from the supporting units on a daily basis to update the situation map overlay depicting their locations.
- b. Plot units' locations within 50 meters.

NOTE: Use GPS when available.

- c. Affix graphic portrayal of the axis of advance and unit locations.

16. Update collection point SOP.

- a. Channels to use when forwarding records and reports.
 - (1) Higher headquarters.
 - (2) Remains.

NOTE: Receiving, Processing and Evacuation.

- b. Channels to use when:
 - (1) Requesting supplies and equipment.
 - (2) Additional support personnel.
 - (3) Evacuation of remains.
 - (a) Search and recovery.
 - (b) Collection point.
 - (4) Specialized equipment and supplies.
 - (5) Interments.
 - (6) Disinterments.
 - (7) Support facilities for repairs.
 - (8) Computer repair and support.
 - (9) Administrative support.
- c. External movement support requirements.
- d. Route clearances.
- e. Medical treatment and evacuation requirements.
 - (1) Assigned personnel.

Performance Steps

- (2) Remains.
 - f. Security escort and fire support requirements.
 - g. Military Police (MP) traffic control support with supporting MP element.
 - h. Decontamination requirements.
 - i. Food service support.
 - j. Provide plans for surface and aerial evacuation of remains.
 - k. Computer assistance for recording fatality information.
 - l. Religious and morale support.
- 17. Process records and reports.
 - a. Compile and maintain data on the back haul capabilities of your collection point.
 - b. Compare casualty information against -
 - (1) Number of dead.
 - (2) Accounted for.
 - (3) Remains actually recovered.
- 18. Develop an NBC defense plan.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials and equipment. Tell the soldier that a mannequin(s) or skeleton will be used in place of a deceased soldier for training purposes. The soldier should treat the mannequin or skeleton as though it were an actual fatality.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Provided commander and staff with an evaluation and an estimate of impact on the planned collection point operations.	—	—
2. Recommend improvements for assigning responsibilities and improvement of collection point operations.	—	—
3. Provided input to the Supplemental Operation Plan.	—	—
4. Supervised all of the collection point operations.	—	—
5. Provided plans to the Officer-in-Charge for mobilization, certification, verification and deployment of collection point. <ul style="list-style-type: none"> a. Trained new personnel in collection point operations . b. Ensured loading plans were in place. c. Updated SOP instructions. 	—	—
6. Selected route movements of routes that had few tactical implications (See FM 5-36). <ul style="list-style-type: none"> a. Developed a time movement table. b. Developed the line(s) of movement. c. Developed a route and terrain analysis for collection point personnel for movement (See FM 101-5, FM 5-36, FM 101-5-1 and FM 21-26) for one location to another. d. Identified major road nets, alternate routes, rail routes, chokepoints, bridges, streams and river crossings. e. Listed the terrain features that would have an effect on the new area selected on cover and concealment. 	—	—
7. Identified desirable collection point site locations.	—	—
8. Ensured a map, air and ground reconnaissance of the area was conducted to identify the most suitable area.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
9. Inspected collection point layout, loading and contingency plans.	—	—
10. Reviewed movement order (Strip Map) provided by higher headquarters.	—	—
a. Start and release points.		
b. Route numbers.		
c. Place names.		
d. Critical points.		
e. Directional arrows.		
f. Distance between collection points.		
g. Bivouac, rest, halt and refueling areas.		
h. Communication frequencies.		
11. After moving collection point to the new location.	—	—
a. Notified their higher headquarters (S2/S3) that the move had been accomplished.		
b. Confirmed the location.		
c. Recorded the collection point site location.		
d. Entered the communications net as soon as possible.		
e. Provided higher headquarters with the status reports.		
12. Located the collection point.	—	—
a. Near medical evacuation lines.		
b. Near, but not on main supply routes (MSR).		
c. Away from land marks which may be used by the enemy as reference points.		
d. In a building in a town or village, whenever it was possible.		
e. Near railways and waterways.		
f. Near an airfield or helipad, when possible.		
g. That had a good road network.		
h. Where it is concealed from other operating areas and passing traffic and troops.		
i. Natural screening, concealment, or camouflage is used to avoid observation by enemy forces and for ease of defense, positioning of weapons, and the building of obstacles.		
13. Trained assigned personnel in collection point procedures, when required.	—	—
14. Deactivated the collection point.	—	—
a. Moved with support activities.		
b. Based on the current tactical situation.		
15. Provided their company and higher headquarters with information on a daily basis to update their situation map depicting their location(s).	—	—
NOTE: This was due to the highly paced mobility and tactical situation of the theater. It may become necessary at times for the collection point to operate all three sections from the back of a designated vehicle or a designated area.		
a. Requested information from the supporting units on a daily basis to update the situation map overlay depicting their locations.		
b. Plotted units' locations within 50 meters.		
NOTE: Used GPS when it was available.		
c. Affixed graphic portrayal of the axis of advance and unit locations.		
16. Updated collection point SOP.	—	—
a. Channels to use when forwarding records and reports to higher headquarters, and the receipt, processing, and evacuation of remains.		
b. Channels used for:		

Performance Measures

GO NO GO

- (1) Requesting supplies and equipment.
 - (2) Additional support and technical personnel.
 - (3) Evacuation of remains.
 - (a) Search and recovery.
 - (b) Collection point.
 - (4) Specialized equipment and supplies.
 - (5) Interments.
 - (6) Disinterments.
 - (7) Support facilities for repairs.
 - (8) Computer repair and support.
 - (9) Administrative support.
 - c. External movement support requirements.
 - d. Route clearances.
 - e. Medical treatment and evacuation requirements for assigned personnel and remains.
 - f. Security escort and fire support requirements.
 - g. Military Police (MP) traffic control support with supporting MP element.
 - h. Decontamination requirements.
 - i. Food service support.
 - j. Provide plans for surface and aerial evacuation of remains.
 - k. Computer assistance for recording fatality information.
 - l. Religious and morale support.
17. Processed records and reports. _____ _____
- a. Compiled and maintained data on the back haul capabilities of their collection point.
 - b. Compared casualty information against -
 - (1) Number of dead.
 - (2) Accounted for.
 - (3) Remains actually recovered.
18. Developed an NBC defense plan. _____ _____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

AR 638-2
 FM 101-5
 FM 101-5-1
 FM 3-25.26
 JTTP 4-06

Related

Subject Area 4: Theater Mortuary Evacuation Point

Supervise Theater Mortuary Evacuation Point (TMEP)

101-515-4522

Conditions: You are a Mortuary Affairs NCOIC assigned to a Quartermaster Mortuary Affairs Company (Echelons Above Corps). You are supervising the operation of a Theater Mortuary Evacuation Point (TMEP) and are given JTTP 4-06, FM 10-64, AR 638-2, all equipment and personnel necessary to set up, operate, and maintain a TMEP under the current death program.

Standards: Supervise Theater Mortuary Evacuation Point IAW JTTP 4-06, FM 10-64, and AR 638-2.

Performance Steps

1. Ensure the TMEP is task organized to provide the following capabilities:
 - a. Receive remains and accompanying PE from any theater location.
 - b. Perform quality assurance on existing documentation and initiate, complete, or obtain all other required documentation (see task # 101-515-3207).
 - c. Prepare remains for evacuation and refrigerate remains until transportation out of theater can be arranged.
 - d. Operate a PE transfer point (when tasked as a secondary mission).
 - e. Coordinate with Air Mobility Command (AMC) for aircraft to evacuate remains and PE.
 - f. Load, palletize, and transport transfer cases to AMC special cargo handling area.
2. Ensure TMEP site selection is based on the following factors:
 - a. Close proximity to flight lines and helipads with out interfering with base operations.
 - b. Easy access to AMC operations, transportation, and special handling/cargo areas.
 - c. Ability to use existing facilities or build/install necessary cold storage units.
 - d. Ability to use existing road network or build necessary road network capable of handling and regulating heavy traffic flow.
 - e. Ability to use existing or install necessary utility lines (water, phone, electricity, etc.).
 - f. Ability to restrict access to unauthorized personnel and provide security for PE.
3. Ensure TMEP facility layout is based on the following factors:
 - a. Aircraft and vehicle traffic flow to include parking requirements.
 - b. Refrigeration container requirements.
 - c. Electrical power source/generator location.
 - d. Water, food, mail, and medical support.
 - e. Communications and maintenance support.
 - f. EOD, and security personnel support.
 - g. Waste disposal (including HAZMAT) support.
 - h. Supply, equipment, and publication storage.
 - i. Field services, Class VI, and MWR facilities.
 - j. Supplies and services available through host-nation support.
4. Ensure TMEP is structured into four sections:
 - a. Receiving (see task # 101-515-3204).
 - b. Processing (see task # 101-515-3205).
 - c. Shipping (see task # 101-515-3206).
 - d. Administration (see task # 101-515-3703).
5. Ensure TMEP personnel are assigned duties, cross trained to serve in all sections, and regularly counseled for mental health and professional development.
6. Ensure TMEP personnel maintain updated medical, dental, and shot records.
7. Ensure TMEP personnel work/rest plans are developed, initiated, and strictly adhered to.

Performance Steps

8. Ensure communications with higher headquarters and JMOA are maintained:
 - a. Update commander on TMEP capabilities/shortfalls.
 - b. Assist in the development of contingency plans.
 - c. Provide accurate and timely reports.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel and equipment to perform the task. If mannequins will be used for training purposes ensure they are handled as actual fatalities.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Ensured TMEP was task organized to provide the following capabilities: <ol style="list-style-type: none"> a. Receive remains and accompanying PE from any theater location. b. Perform quality assurance on existing documentation and initiate, complete, or obtain all other required documentation. c. Prepare remains for evacuation and refrigerate remains until transportation out of theater can be arranged. d. Operate a PE transfer point (when tasked as a secondary mission). e. Coordinate with AMC for aircraft to evacuate remains and PE. f. Load, palletize, and transport transfer cases to AMC special cargo handling area. 	—	—
2. Ensured TMEP site selection was based on the following factors: <ol style="list-style-type: none"> a. Close proximity to flight lines/helipads without interfering with base operations. b. Easy access to AMC operations, transportation, and special handling/cargo areas. c. Ability to use existing facilities or build/install cold storage units. d. Ability to use existing road net work or build necessary road network capable of handling and regulating heavy traffic flow. e. Ability to use existing or install necessary utility lines (water, phone, electricity, etc.). f. Ability to restrict access to unauthorized personnel and provide security for PE. 	—	—
3. Ensured TMEP facility layout was based on the following factors: <ol style="list-style-type: none"> a. Traffic flow and parking requirements. b. Refrigeration container requirements. c. Electrical power source location. d. Water, food, mail, and medical support. e. Communications and maintenance support. f. EOD, and security personnel support. g. Waste disposal (including HAZMAT) support. h. Supply, equipment, and publication storage. i. Field services, Class VI, and MWR facilities. j. Supplies and services available through host-nation support. 	—	—
4. Ensured TMEP was structured into Receiving, Processing, Shipping, and Administration Sections.	—	—
5. Ensured TMEP personnel were assigned duties, cross trained to serve in all sections, and regularly counseled for mental health and professional development.	—	—
6. Ensured TMEP personnel maintained updated medical, dental, and shot records.	—	—

Performance Measures

GO **NO GO**

- | | | |
|---|---|---|
| 7. Ensured TMEP personnel work/rest plans were developed, initiated, and strictly adhered to. | — | — |
| 8. Ensured communications with higher headquarters and JMOA were maintained: | — | — |
| a. Updated commander on TMEP capabilities/shortfalls. | | |
| b. Assisted in the development of contingency plans. | | |
| c. Provided accurate and timely reports. | | |

Evaluation Guidance: Score the soldier a Go if all steps are passed (P). Score the soldier a NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
FM 10-64
JTTP 4-06

Related

Subject Area 5: Personal Effects Depot

Supervise Personal Effects Depot Operations
101-515-4525

Conditions: Given a PE Depot, AR 638-2, JTTP 4-06, a mortuary affairs platoon augmented with support personnel, case file documents, assorted personal effects, secure storage areas, cleaning supplies, packing material, and shipping equipment you are supervising PE Depot operations.

Standards: Supervise Personal Effects Depot Operations IAW AR 638-2 and JTTP 4-06.

Performance Steps

1. Verify that the facility layout is IAW JTTP 4-06.
2. Assign individual duties to MA and support personnel.
3. Verify that all soldiers are trained to perform the duties required at each section.
4. Supervise personnel as they perform the following tasks:
 - a. Receiving section (task # 101-515-2625).
 - b. Administration section (task # 101-515-2702).
 - c. Processing section (task # 101-515-2626).
 - d. Shipping section (task # 101-515-2355).
5. Maintain 100% accountability of all PE and records received, processed, stored, and shipped from the PE Depot.
6. Maintain communication with command, staff, and support channels at all times.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, material, and equipment to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Verified that the facility layout was IAW JTTP 4-06.	_____	_____
2. Assigned individual duties to MA and support personnel.	_____	_____
3. Verified that all soldiers were trained to perform the duties required at each section.	_____	_____
4. Supervised personnel as they performed the following tasks: <ol style="list-style-type: none"> a. Receive PE and records. b. Review PE Depot case file. c. Process PE and records. d. Ship PE and records. 	_____	_____
5. Maintained 100% accountability of all PE and records received, processed, stored, and shipped from the PE Depot.	_____	_____
6. Maintained communication with command, staff, and support personnel at all times.	_____	_____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related

Subject Area 6: Interment/Disinterment

Supervise Interment Operations
101-515-4511

Conditions: You are a platoon sergeant assigned to a Quartermaster Mortuary Affairs Company (EAC). Given an operation order from higher headquarters, JTTP 4-06, remains to be interred, GPS, engineer support to include heavy digging equipment with operators, transportation support, human remains pouches, personal effects bags, zip lock bags, interment tags, rail car seals, litters, DD Forms 1075, 1076, and 1079, PPE for all personnel, and a platoon of Mortuary Affairs Specialists

Standards: Supervise Interment Operations IAW JTTP 4-06.

Performance Steps

1. Verify that platoon has organized interment operations (task # 101-515-3611).
2. Receive orders/authorization from JMAO to conduct interment operations.
3. Gather key support personnel, review reports, determine the scope of the operation, and ensure everyone knows their assigned duties.
4. Supervise section leaders as they perform the following duties:
 - a. Receiving remains (task # 101-515-2611).
 - b. Processing remains (task # 101-515-2612).
 - c. Interment of remains (task # 101-515-2613).
 - d. Interment case files (task # 101-515-3210).
5. Maintain communication with the commander, appropriate staff, support personnel, and other MA units in theater.
6. Have all documentation hand carried by special courier to JMAO.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, equipment, and documents needed to perform the task. If a mannequin is used for training purposes the mannequin is to be treated as if it were an actual fatality.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Verified that platoon organized interment operations.	—	—
2. Received orders/authorization from JMAO to conduct interment operations.	—	—
3. Gathered key support personnel, reviewed reports, determined the scope of the operation, and ensured everyone knew their assigned duties.	—	—
4. Supervised section leaders as they performed the following duties: <ol style="list-style-type: none"> a. Received remains. b. Processed remains. c. Interred remains. d. Reviewed case files. 	—	—
5. Maintained communications with the commander, appropriate staff, support personnel, and other MA units in theater.	—	—
6. Had all documentation hand carried by special courier to JMAO.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
AR 638-2
FM 10-286

Coordinate Support for Interment Operations
101-515-4512

Conditions: As a mortuary affairs senior NCO in a combat environment, given AR 638-1, AR 638-2, ARTEP 10-498-30-MTP, ARTEP 10-698-30-MTP, FM 10-64, and JTTP 4-06. Working at a staff headquarters, as a Staff NCO, coordinate support for interment operations.

Standards: Coordinate interment operations according to JTTP 4-06.

Performance Steps

1. Coordinate with the Joint Mortuary Affairs Office (JMAO) for approval of interment operations.

NOTE: Temporary interments are a last resort used for health, safety, sanitation, and morale reasons. All interments, whether performed by the unit commander or by mortuary affairs personnel, are considered temporary, except for committal at sea. Unit commanders must obtain permission from the combatant commander to conduct temporary interment operations. Only in extreme circumstances, when a unit is cut off and has no means of communicating with higher headquarters, the senior commander is responsible for deciding whether temporary interment will be utilized. When circumstances warrant the interment of remains, the mortuary affairs unit personnel, must conduct recovery operations as soon as possible.

2. Coordinate with the G4 and Host Nation for the acquisition, allocation, administration, and disposition of real estate. (land) for interments.

- a. Ensure that the area selected is on high ground with good drainage.
- b. Instruct personnel to avoid areas that have high water tables, or that can flood easily.
- c. Ensure that areas are not contaminated.
- d. Ensure areas do not contain unexploded ordnance.
- e. Ensure personnel dig pilot holes to check for underlying rock formations or other obstructions that may impede easy digging.

3. Coordinate with mortuary affairs unit conducting the interments and provide guidelines to obtain the following:

- a. Number and location of remains to be interred.
- b. Supplies and equipment.
- c. Chaplain support.

NOTE: If chaplain support is unavailable, refer to JTTP 4-06, Appendix F, page F-1, for non-clergy memorial ceremony for use by non-clergy personnel. Commanders should be aware of the customs followed by the various ethnic groups in their areas of responsibility. Many cultures have various customs for the care and disposition of the dead.

- d. Availability of mortuary affairs assets (personnel) in the area of interment.
- e. Additional support personnel.
- f. Transportation.

NOTE: Transportation is required for host nation support and civilian internees and possibly for local civilians/laborers.

- g. Interment operations.
- h. Engineer personnel and equipment support.
- i. Explosive, Ordnance and Disposal detachment personnel when required.
- j. Nuclear, Biological and Chemical Personnel.
- k. Security personnel.
- l. Medical personnel and equipment.

4. Establish, coordinate and provide guidelines to subordinate mortuary affairs activities.

- a. For obtaining logistical support.
- b. Determining supply requirements.
- c. For procurement of required supplies, equipment, and local procurement,
- d. For receipt, storage and distribution of supplies.

Performance Steps

- e. For maintenance support.
 - f. Obtaining special clothing and equipment.
 - g. For supervision and control of local civilians/laborers.
 - h. On handling contaminated and contagious remains.
 - i. Protection and safety of laborer personnel.
 - j. Transportation of laborer personnel.
5. Determine and identify the factors (to support the mortuary affairs units) that will influence the combat support requirements.
 - a. Number and types of troops to be supported.
 - b. Geographical area (Location where support is required).
 - c. Climate and terrain.
 - d. Season of the year.
 - e. Size and area of operations.
 - f. Attitudes, availability, and capabilities of local civilians and prisoners of war.
 - g. Enemy capabilities.
 - h. Availability of combat service support units expected into the theater.
 6. Develop, coordinate and publish policies and directives (Coordinate actions with appropriate staff element - See FM 100-5 and FM 101-5) that are necessary for a smooth and efficient transition to mortuary affairs operation under one of the mortuary affairs subprograms.
 - a. Determine requirements for using civilian laborers for interment operations. (Coordination is required with G1, G4 and G5)
 - b. Calculate laborer requirements needed.
 7. Coordinate with the G4 for the incorporation of host nation support whenever possible (with US military supervision) using DA Pam 690-80, FM 41-10 and FM 100-20 as a guide.
 8. Coordinate with the G4 for the acquisition of billets, shelter, and laborer personnel.
 9. Coordinate with G1 concerning local civilian hiring, pay, hours, treatment, and pertinent restrictions.
 - a. Investigate and resolve pay issues.
 - b. Resolve billeting issues and arrangements.
 - c. Procure interpreters when required.
 10. Provide policy, procedures and directives in cognizance with local laws pertaining to the use of civilian laborers.
 11. Provide G4 with information of supported unit and logistical support.
 12. Coordinate with corps engineer units.
 - a. To provide assistance with construction and grading.
 - b. Burial of remains.
 13. Train personnel to prepare supplies and equipment for rigging, selecting rigging material, rigging sling loads and recovering sling loaded supplies from the landing zone (FM 55-450-1).
 14. Train personnel on the automated control and accountability of remains when required.
 - a. Update fatality roster when information is received.
 - b. Maintain data from all subordinate mortuary affairs activities.
 15. Monitor mortuary affairs unit(s)/activities (interment personnel) to ensure compliance with State, Federal and foreign health and transportation laws when interring remains.

Performance Steps

NOTE: Ensure persons that die of quarantinable disease (e.g. cholera, plague, louse-borne relapsing fever, smallpox, louse-borne typhus and yellow fever) meet the specific health guidelines. (It must be remembered that persons who die of a quarantinable disease will not be brought into any port of entry in the United States unless the specific requirements and compliance with U.S. Public Health Service requirements are met.) These remains will be interred temporarily until such a date and time the remains can be decontaminated for return safely to CONUS.

- 16. Review and check records and reports of burial of US, allied and enemy dead and transmit such information to appropriate unit(s).

Performance Measures

GO **NO GO**

- 1. Coordinate with the Joint Mortuary Affairs Office (JMAO) for approval of interment operations. — —

NOTE: When interment is required, separate interment sites should be established for burial of allied and enemy deceased.

- 2. Coordinate with the G4 and Host Nation for the acquisition, allocation, administration, and disposition of real estate (land) for interments. — —
 - a. Ensure that the area selected is on high ground with good drainage.
 - b. Instruct personnel to avoid areas that have high water tables, or that can flood easily.
 - c. Ensure that areas are not contaminated.
 - d. Ensure areas do not contain unexploded ordnance.
 - e. Ensure personnel dig pilot holes to check for underlying rock formations or other obstructions that may impede easy digging.

- 3. Coordinate with mortuary affairs unit conducting the interments and provide guidelines for: — —
 - a. Number and location of remains to be interred.
 - b. Type of recovery and incidents preventing the evacuation of remains (e.g. aircraft crash, multiple, single, etc.,).
 - c. Supplies, type of supplies, material and equipment.
 - d. Chaplain support, if available.
 - e. Availability of mortuary affairs assets (personnel) in the area selected for an interment site.
 - f. Additional support personnel.
 - g. Transportation for local civilians, host nation, security, EOD, NBC, medical and others as required.
 - h. Interment (burial) operations.
 - i. Engineer personnel and equipment support.
 - j. Explosive, Ordnance and Disposal (EOD) detachment personnel when required.
 - k. Nuclear, Biological and Chemical (NBC) Personnel when required.
 - l. Security personnel.
 - m. Medical personnel and equipment support.

- 4. Establish, coordinate and provide guidelines to subordinate mortuary affairs activities. — —
 - a. For obtaining logistical support.
 - b. Determining supply requirements.
 - c. For procurement of required supplies, equipment, and local procurement.
 - d. For receipt, storage and distribution of supplies.
 - e. For maintenance support.
 - f. Obtaining special clothing and equipment.
 - g. For supervision and control of local civilians/laborers.

Performance Measures	<u>GO</u>	<u>NO GO</u>
h. On handling contaminated and contagious remains.		
i. Protection and safety of laborer personnel.		
j. Transportation of laborer personnel.		
5. Determine and identify the factors (to support the mortuary affairs units) that will influence the combat support requirements.	—	—
a. Number and types of troops to be supported.		
b. Geographical area (Location where support is required).		
c. Climate and terrain.		
d. Season of the year.		
e. Size and area of operations.		
f. Attitudes, availability, and capabilities of local civilians and prisoners of war.		
g. Enemy capabilities.		
h. Availability of combat service support units expected into the theater.		
6. Develop, coordinate and publish policies and directives (Coordinate actions with appropriate staff element - See FM 100-5 and FM 101-5) that are necessary for a smooth and efficient transition to mortuary affairs operation under one of the mortuary affairs subprograms.	—	—
a. Determine requirements for using civilian laborers for interment operations. (Coordination is required with G1, G4 and G5)		
b. Coordinate with -		
(1) G1.		
(2) G4.		
(3) G5.		
c. Calculate the number of laborer requirements needed.		
7. Coordinate with the G4 for the incorporation of host nation support whenever possible (with US military supervision) using DA Pam 690-80, FM 41-10 and FM 100-20 as a guide.	—	—
8. Coordinate with the G4 for the acquisition of billets, shelter, and laborer personnel.	—	—
9. Coordinate with G1 for -	—	—
a. Local civilian hiring.		
b. Pay.		
c. Hours.		
d. Treatment.		
e. Pertinent restrictions.		
f. Laws.		
g. Investigate and resolve pay issues.		
h. Resolve billeting issues.		
i. Resolve billeting arrangements.		
10. Coordinate for the procurement of interpreters when required.	—	—
11. Provide policy, procedures and directives in cognizance with local laws pertaining to the use of civilian laborers.	—	—
12. Provide G4 with information of supported unit and logistical support.	—	—
13. Coordinate with corps engineer units.	—	—
a. To provide assistance with construction.		
b. To provide assistance with grading.		
c. Burial of remains.		

Performance Measures	<u>GO</u>	<u>NO GO</u>
14. Train personnel (FM 55-450-1) to prepare supplies and equipment on the landing zone - a. For rigging. b. Selecting rigging material. c. Rigging sling loads. d. Recovering sling loaded supplies.	—	—
15. Train personnel on the automated control and accountability of remains when required. a. Update fatality roster when information is received. b. Maintain data from all subordinate mortuary affairs activities.	—	—
16. Monitor mortuary affairs unit(s)/activities (interment personnel) to ensure compliance with State, Federal and foreign health and transportation laws when interring remains.	—	—
17. Review and check records and reports of burial of US, allied and enemy dead and transmit such information to appropriate unit(s).	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AR 638-2
- ARTEP 10-698-30-MTP
- FM 10-64
- JOINT PUB 4-06
- JP 4-06

Related

**Supervise Disinterment Operations
101-515-4517**

Conditions: Given an operation order from higher headquarters, JTTP 4-06, interment case files, burial records, map, GPS, EOD personnel, NBC personnel, medical personnel, field services support, engineer support to include heavy digging equipment with operators, transportation support, hand tools, human remains pouches, personal effects bags, zip lock bags, disinterment tags, rail car seals, litters, DD Forms 1075, 1076, and 1079, PPE for all personnel, and a platoon of Mortuary Affairs Specialists.

Standards: Supervise disinterment operations IAW JTTP 4-06.

Performance Steps

1. Verify that the platoon has organized disinterment operations (task # 101-515-3617).
2. Gather key support personnel, assess the mission, and assign individual duties.
3. Supervise personnel as they perform the following tasks:
 - a. Confirm location using GPS (task # 101-515-3601).
 - b. Disinter remains (tasks 101-515-1617 and 101-515-2617).
 - c. Review disinterment case files (task # 101-515-3211).
 - d. Evacuate remains, PE, and records (task # 101-515-2619).
4. Maintain communication with command, staff, support personnel, and other MA units in theater.
5. Close disinterment site as follows:
 - a. Report to JMAO through command channels when all remains have been disinterred.
 - b. Receive orders from JMAO to close disinterment site.
 - c. Refill each row and return site to original condition (as much as possible).
 - d. Maintain the site (if it is operationally feasible) until custody can be turned over to the appropriate government agency if non-U.S. personnel are still buried at the site.
 - e. Have all documentation hand carried by special courier to JMAO.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required personnel, material, and equipment to perform the task. Tell the soldier for training purposes mannequins will be used, and to handle the mannequins as if they were actual remains.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Verified that the platoon had organized disinterment operations.	—	—
2. Gathered key support personnel, assessed the mission, and assigned individual duties.	—	—
3. Supervised personnel as they performed the following tasks: <ol style="list-style-type: none"> a. Confirm location using GPS. b. Disinter remains. c. Review disinterment case files. d. Evacuate remains, PE, and records. 	—	—
4. Maintained communication with command, staff, support personnel, and other MA units in theater.	—	—
5. Closed disinterment site as follows: <ol style="list-style-type: none"> a. Reported to JMAO through command channels when all remains were disinterred. b. Received orders from JMAO to close disinterment site. 	—	—

Performance Measures**GO** **NO GO**

- c. Refilled each row and returned site to original condition (as much as possible).
- d. Maintained the site (if it was operationally feasible) until custody was turned over to the appropriate government agency if non-U.S. personnel were still buried at the site.
- e. Had all documentation hand carried by special courier to JMAO.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
JTTP 4-06

Related
AR 638-2

Subject Area 8: Staff

**Coordinate Mortuary Affairs Operations at Division or Higher Level
101-515-4202**

Conditions: You are working as the Mortuary Affairs (MA) NCO assigned to one of the positions at the division or higher staff level (DISCOM, Division G4, ACofS, COSCOM, or Corps G4) within a theater of operations (TO). You are coordinating MA operations within your area of responsibility (AOR) given JTTP 4-06, AR 638-2, and FM 10-64.

Standards: Coordinate mortuary affairs operations at Division or higher staff level IAW JTTP 4-06, AR 638-2, and FM 10-64.

Performance Steps

1. Receive notification of upcoming mission from higher headquarters and alert staff.
2. Prepare an assessment that identifies the MA support needed to meet the mission requirements vs. present capabilities.
3. Prepare a mission analysis that identifies the size and location of the AOR, number of friendly forces within the AOR (including locations and missions), a flow chart illustrating how remains/PE will be evacuated from the AOR, and contingency plans.
4. Assemble key staff /support personnel and prepare a plan to establish the following MA operations within the TO:
 - a. Search and Recovery.
 - b. Collection Points.
 - c. Decontamination Collection Points.
 - d. Interment and Disinterment.
 - e. Personal Effects Depot.
 - f. Theater Mortuary Evacuation Point.
5. Develop a plan for multinational operations to ensure:
 - a. Coordination between unified commands.
 - b. Joint doctrine takes precedence over all others.
 - c. Uniformity of records and reports regardless of nationality.
 - d. Accountability of records for remains/PE transferred to host or allied nations.
 - e. Remains/PE are processed IAW international agreements.
 - f. Co-mingled U.S., allied, and enemy remains are processed IAW international agreements.
 - g. All media requests go through the Public Affairs Officer (PAO).
 - h. Information request from any other source go through JMAO.
 - i. Remains of U.S. personnel (military and civilian) are evacuated to OCONUS/CONUS mortuaries.
6. Advise Command and Staff (based on the findings of your assessment, analysis, and plans), and provide input to OPLAN/OPORD.
7. Maintain communications with all MA units, support elements, and higher headquarters.
8. Review and revise assessments and analyses after plans are implemented, and as mission requirements change.
9. Provide guidance to all commanders and MA units within the TO until mission is complete.

Evaluation Preparation: Use a predetermined site and provide the soldier with all required materials to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Received notification of upcoming mission and alerted staff.	—	—
2. Prepared an assessment that identified the MA support needed to meet the mission requirements vs. the present capabilities.	—	—
3. Prepared a mission analysis that identified the size and location of the AOR, number of friendly forces within the AOR (including locations and missions), a flow chart illustrating how remains/PE will be evacuated from the AOR, and contingency plans.	—	—
4. Assembled key staff/support personnel and prepared a plan that established the following MA operations within the TO: <ul style="list-style-type: none"> a. Search and Recovery. b. Collection Points. c. Decontamination Collection Points. d. Interment and Disinterment. e. Personal Effects Depot. f. Theater Mortuary Evacuation Point. 	—	—
5. Developed a plan for multinational operations to ensure: <ul style="list-style-type: none"> a. Coordination between unified commands. b. Joint doctrine takes precedence over all others. c. Uniformity of records and reports regardless of nationality. d. Accountability of records for remains/PE transferred to host or allied nations. e. Remains/PE processed IAW international agreements. f. Co-mingled U.S., allied, and enemy remains are processed IAW international agreements. g. All media requests go through PAO. h. Information requests from other sources go through JMAO. i. Remains of U.S. personnel (military and civilian) are evacuated to OCONUS/CONUS mortuaries. 	—	—
6. Advised Command and Staff and provided input for OPLAN/OPORD.	—	—
7. Maintained communications with all MA units, support elements, and higher headquarters.	—	—
8. Reviewed and revised assessments and analyses after plans were implemented, and as mission requirements changed.	—	—
9. Provided guidance to all commanders and MA units within the TO until mission was completed.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-64
 JTTP 4-06

Related

**Conduct Readiness Inspections of Mortuary Affairs Organizations
101-515-4203**

Conditions: You are working as the Mortuary Affairs (MA) NCO assigned to one of the positions at the division or higher staff level (DISCOM, Division G4, ACofS, COSCOM, or Corps G4) within a theater of operation (TO). You are conducting readiness inspections of MA organizations within your area of responsibility (AOR) given JTTP 4-06, FM 10-64, AR 638-2, tactical standing operating procedures (TACSOP), modified table of organization and equipment (MTOE), personnel rosters, and unit hand receipts.

Standards: Conduct readiness inspections of mortuary affairs organizations IAW applicable policies and procedures.

Performance Steps

1. Prepare an inspection check list specifically tailored for each organization based on each unit's TACSOP and MTOE.
2. Coordinate dates and times for the inspection with the unit commander.
3. Provide the unit commander with a copy of the inspection check list for his/her organization.
4. Conduct the inspection with particular emphasis on the following:
 - a. TACSOP IAW doctrine.
 - b. MTOE authorized equipment on hand.
 - c. Unit personnel strength, proficiency, and morale.
 - d. Weapons and communication equipment serviceability.
 - e. NBC equipment serviceability
 - f. Vehicle serviceability.
 - g. Safe work environments (PPE use and HAZMAT disposal).
 - h. Field services and sanitation.
 - i. Updated regulations and publications on hand.
 - j. Support infrastructure (medical, supply, transportation, engineer, security, maintenance, EOD, and UMT/Chaplain).
5. Inspect and record the status of any other factor that could possibly help or hinder the accomplishment of the unit's mission and/or affect the welfare of the unit's personnel.
6. Forward a report to higher headquarters once the inspection is completed.
7. Provide the unit commander with inspection results and any necessary guidance.
8. Repeat steps 1-7 (if reinspection is necessary).
9. Conduct periodic spot checks as part of your inspection policy to sustain readiness.
10. Promote recognition/incentives for units that consistently exceed the standards.

Evaluation Preparation: Use a predetermined site and provide the soldier with required material to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared an inspection check list specifically tailored for each organization based on each unit's TACSOP and MTOE.	—	—
2. Coordinated dates and times for the inspection with the unit commander.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
3. Provided the unit commander with a copy of the inspection check list for his/her organization.	—	—
4. Conducted the inspection with particular emphasis on the following: a. TACSOP IAW doctrine. b. MTOE authorized equipment on hand. c. Unit personnel strength, proficiency, and morale. d. Weapons and communications equipment serviceability. e. NBC equipment serviceability f. Vehicle serviceability. g. Safe work environments. h. Field services and sanitation. i. Updated regulations and publications on hand. j. Support infrastructure.	—	—
5. Inspected and recorded the status of any other factor that could possibly help or hinder the accomplishment of the unit's mission and/or affect the welfare of the unit's personnel.	—	—
6. Forwarded a report to higher headquarters once the inspection was completed.	—	—
7. Provided the unit commander with inspection results and any necessary guidance.	—	—
8. Repeated steps 1-7 (if reinspection was necessary).	—	—
9. Conducted periodic spot checks as part of inspection policy to sustain readiness.	—	—
10. Promoted recognition/incentives for units that consistently exceeded the standards.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-64
 JTTP 4-06

Related

Coordinate MADCP Operations in Theater
101-515-4528

Conditions: As a senior MA NCO working in a theater of operations where the threat of contaminated remains exists given: JTTP 4-06; fully staffed and equipped MADCP teams located in theater; established communication channels with command, staff, and support elements; TACSOP with MA Annex; MADCP SOP; OPORD; intelligence reports; and a map of the AOR.

Standards: Coordinate MADCP operations in theater IAW JTTP 4-06.

Performance Steps

1. Verify MADCP personnel and equipment are mission capable:
 - a. Ensure personnel are trained to recover, receive, process, and evacuate contaminated remains.
 - b. Ensure personnel are trained to conduct contingency operations such as interment.
 - c. Ensure personnel receive safety briefing and intelligence updates regularly.
 - d. Ensure equipment is on hand and serviceable.
 - e. Ensure all deficiencies are corrected.
2. Determine ideal location to preposition MADCP personnel and equipment in theater:
 - a. Location must be able facilitate rapid deployment.
 - b. Location must be known by all supported units.
 - c. Location must be able to support entire AOR.
 - d. Location must be able to provide life support.
 - e. Location must be secure and defensible.
3. Coordinate the pre-positioning of MADCP personnel and equipment in theater:
 - a. Ensure required transportation and communication assets are available.
 - b. Ensure MADCP personnel, support augmentees, and equipment move to location.
 - c. Ensure MADCP personnel report immediately once pre-positioned, and again when ready available to conduct operations.
4. Ensure the following identification sources are obtained for all contaminated remains:
 - a. DNA (thumb and right index finger).
 - b. Panarex, if possible.
 - c. Fingerprints, if possible.
 - d. Digital photos for later anatomical charting.
 - e. PE, if it can be decontaminated.
5. Brief responsible command and staff elements on following requirements:
 - a. Current JMAO directives and policies controlling the disposition of contaminated remains.
 - b. TYPE IIA HRP should be used to carry remains, whenever possible.
 - c. MADCP personnel must wear MOPP 4/Level C PPE during all operations.
 - d. Contaminated remains are NOT to be evacuated from battlefield using regular channels; they are to be recovered by MADCP personnel or brought by responsible unit to a predetermined dismount point.
 - e. All contaminated remains must receive EOD check prior to evacuation from battlefield.
 - f. SANDIA Formulation DF200 (or equivalent) should be applied to remains at recovery site.
 - g. Personnel and vehicle decontamination sites must be established in vicinity of MADCP to support MA.

Evaluation Preparation: Use a predetermined site and provide the soldier with required personnel and equipment to perform task. Use a mannequin for training purposes and remind the soldier the mannequin is to be treated as an actual casualty.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Verified MADCP personnel and equipment were mission capable.	—	—
2. Determined ideal location to preposition MADCP personnel and equipment in theater.	—	—
3. Coordinated movement of MADCP personnel and equipment to determined location.	—	—
4. Ensured all possible identification sources were obtained for contaminated remains.	—	—
5. Briefed responsible command and staff elements on current policy and directives.	—	—

Evaluation Guidance: Score the soldier a GO if all steps are passed (P). Score the soldier a NO-GO if any steps are failed (F). If the soldier fails any step tell the soldier what was done wrong and how to do it correctly. Retrain and retest the soldier, if possible.

Coordinate Search and Recovery Operations
101-515-4701

Conditions: You are the Mortuary Affairs NCO at DISCOM or higher levels and are given OPLANS, JTTP 4-06, AR 638-2, and FM 10-64. You must coordinate search and recovery operations prior to any deployment and establish how these operations will be performed in theater.

Standards: Coordinate search and recovery operations IAW JTTP 4-06, AR 638-2, and FM 10-64.

Performance Steps

1. Coordinate mortuary affairs operations at division or higher level (task # 101-515-4202).
2. Conduct readiness inspections of subordinate units (task # 101-515-4203).
3. Assemble representatives from the following support elements and brief them on their individual duties and responsibilities pertaining to search and recovery operations:
 - a. Communication.
 - b. Transportation.
 - c. Field Services.
 - d. Maintenance.
 - e. Intelligence.
 - f. Engineer.
 - g. Security.
 - h. Medical.
 - i. Supply.
 - j. NBC.
 - k. EOD.
 - l. UMT.
4. Verify that search and recovery operations are trained and organized (task # 101-515-3602) at the CSB, MSB, FSB, and combat maneuver element levels.
5. Conduct external evaluations of subordinate units during field training exercises and brief the appropriate command and staff channels on the readiness status of each unit.
6. Revise and publish TACSOP and other policy directives as needed.
7. Verify that sustainment training for search and recovery operations is being conducted at all unit levels IAW JTTP 4-06 and DISCOM TACSOP.

Evaluation Preparation: Use a predetermined site. Provide the soldier with required material to accomplish the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Coordinated mortuary affairs operations at division or higher level.	—	—
2. Conducted readiness inspections of subordinate units.	—	—
3. Assembled representatives from the following support elements and briefed them on their individual duties and responsibilities pertaining to search and recovery operations: <ol style="list-style-type: none"> a. Communication. b. Transportation. c. Field Services. d. Maintenance. e. Intelligence. 	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
f. Engineer.		
g. Security.		
h. Medical.		
i. Supply.		
j. NBC.		
k. EOD.		
l. UMT.		
4. Verified that search and recovery operations were trained and organized at the CSB, MSB, FSB, and combat maneuver levels.	—	—
5. Conducted external evaluations of subordinate units during field training exercises and briefed the appropriate command and staff channels on the readiness of each unit.	—	—
6. Revised and published TACSOP and other policy directives as needed.	—	—
7. Verified that sustainment training for search and recovery operations was being conducted at all unit levels IAW JTTP 4-06 and DISCOM TACSOP.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
- AR 638-2
- FM 10-64
- JTTP 4-06

Related

Skill Level 5

Subject Area 8: Staff

**Develop Plans and Procedures for Mortuary Affairs Operations
101-515-5102**

Conditions: As a senior MA NCO in theater and given guidance from JMAO in conjunction with CJMAO directives, JTTP 4-06, AR 638-2, and FM 10-64

Standards: Develop plans and procedures for MA operations IAW JTTP 4-06, AR 638-2, and FM 10-64.

Performance Steps

1. Coordinate and develop procedures for contingency plans.
 - a. Complexity of operation.
 - b. Joint services.
 - c. Various types of operations
 - d. Assigned units.
 - e. Timed phased troop deployment schedules.
 - f. Search and recovery operations.
 - g. Processing contaminated remains.
 - h. Mortuary affairs operations.

2. Coordinate and develop plans for mortuary affairs units, to conduct operations any where geographically in the world, and to rapidly -

NOTE: It is important to realize and adjust to the dynamics of the battlefield as discussed in FM 100-5. The specific time required to plan will vary with the type, size, experience of personnel, complexity of the operation, time available, and level or type of command.

- a. Assemble upon alert.
- b. Mobilize.
- c. Deploy.

3. Coordinate various types of operations during peacetime, conflict, or war.

Typical operations will include disasters (e.g., aircraft crashes, ship accidents, earthquakes, hurricanes), national assistance, support to domestic crisis to resolve a conflict. It will involve recovery and disposition of remains and personal effects.

- a. Mission.
- b. Current situation.
- c. Objectives.
- d. Resources required.
 - (1) Class I (Subsistence)
 - (2) Class II (Clothing, individual equipment, tentage, tool sets, tool kits, hand tools and housekeeping supplies).
 - (3) Class III (Petroleum, oils, and lubricants).
 - (4) Class IV (Barrier Material)
 - (5) Class V (Ammunition)
 - (6) Class VI (Personal demand items)
 - (7) Class VII (Major end items)
 - (8) Class VIII (Medical)
 - (9) Class IX (Maintenance repair parts)
 - (10) Class X (Material to support nonmilitary programs).

- e. Coordinate and establish procedures for other services, when required for -
 - (1) Transportation (for assigned personnel, supporting personnel, and recovery of remains).
 - (2) Potable water for drinking, showers and cleaning remains when required.
 - (3) Soakage pits or liquid waste disposal and removal.

Performance Steps

- (4) Direct/General support (vehicles, power generation, etc.).
- (5) Trash, garbage and sewage waste disposal.
- (6) Site support and preparation.
- (7) Movement control.
- (8) Delivery of supplies.
- (9) Landing zone, helipad and motor parking.
- (10) Incinerator capabilities for TMEP operations, when required.
- (11) Provide assistance in movement of mortuary affairs units.

4. Establish relationships and fix responsibilities.

- a. Mortuary affairs units.
- b. Service component offices.
- c. Headquarters staff elements.
- d. Units assigned within geographical area of responsibility.

5. Coordinate intelligence information through intelligence channels.

NOTE: Warfare has changed significantly since World War II. The range, accuracy, and lethality of modern weapons are ten times as effective. With this type of sophisticated weaponry on the battlefield, anything that can be seen, can be hit.

a. Enemy situation.

- (1) Strength, disposition, probable movements, logistic situation, and combat efficiency.
- (2) Ability to inflict conventional and unconventional CBRN warfare and directed-energy (DE) weapons, weapons employed, air attacks, guerrilla and/or terrorist attacks could influence the number of fatalities.
- (3) CBRN warfare and DE weapons could produce mass fatalities in a single attack. Mortuary affairs unit personnel must be prepared to --
 - (a) Execute MADCP operations.
 - (b) Handle CBRN-contaminated remains that die while enroute to another medical treatment facility.

b. Geographical area of operation.

- (1) Terrain of area when selecting mortuary affairs collection point sites, interment sites and recovery of remains.
- (2) Mountains, forests, swamps, altitude, roads, landing strips, and railroads.
- (3) Temperature variations while in MOPP gear.
- (4) Hazards from CBRN warfare agents still lingering in the air or on the foliage.

6. Develop procedures for the establishment and operation of a MADCP.

NOTE: Whenever the threat of CBRN warfare exists in the theater of operations, the unified/specified commander will direct the JMAO to handle the contaminated remains.

a. Forward military map and extracts of area.

b. Ensure the facility is properly laid out.

c. Provide guidance in operations plans for obtaining -

- (1) The necessary equipment sets (from Operational Project Stock (OPS)).
- (2) Specialized monitoring equipment and personnel.
- (3) Transportation and logistical support.
- (4) Engineer personnel and equipment support.
- (5) Medical personnel and equipment support.
- (6) Communications equipment and support.
- (7) Security forces.
- (8) EOD personnel and equipment support.
- (9) Maintenance personnel and support.
- (10) Life support.
- (11) Safety and sanitation support.

Evaluation Preparation: Use a predetermined site and provide the soldier with required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Coordinated and developed procedures for contingency operations.	—	—
2. Coordinated and developed plans for mortuary affairs units to conduct operations worldwide.	—	—
3. Coordinated to support a wide variety of missions.	—	—
4. Established relationships (POC) and assigned responsibilities.	—	—
5. Coordinated the dissemination of intelligence reports.	—	—
6. Developed procedures to establish and operate a MADCP in theater.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step show the soldier what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-64
 JTTP 4-06

Related

Direct and Establish Procedures on Search and Recovery and Evacuation of Remains
101-515-5103

Conditions: As the senior MA NCO assigned to a within a theater of operations (TO) (e.g., JMAO , USASOC, CILHI, QM MA Co. EAC, or MA Coll. Co.) and given JTTP 4-06

Standards: Direct and establish procedures on the search and recovery and evacuation of remains IAW JTTP 4-06.

Performance Steps

1. Monitor the following procedures for the search, recovery, and evacuation of remains:
 - a. Due to the classified or unique nature of the missions performed by USASOC and CILHI; techniques will be specifically tailored by the assigned senior MA NCO to meet mission requirements. All other units will follow standard procedures listed below in steps 2-4.
 - b. Monitor subordinate units to ensure they develop TACSOP that support higher command, prepare MA annexes to OPORD/OPLAN, and train their soldiers to conduct MA operations in a designated TO prior to deployment.
 - c. Monitor special planning considerations that must be taken during multinational operations to ensure cooperation and compliance with joint doctrine (see FM 4-20.64).
 - d. Monitor the integration of MA personnel, techniques, and equipment with civilian or government agencies that have jurisdiction over a mass casualty site to ensure compliance with applicable federal or state procedural guidance.
 - e. Monitor the establishment of communication channels between CJMAO, JMAO, MA activities, responsible commands, and required support elements.

NOTE: Accurate and timely reports to higher headquarters are essential to allow commanders to make informed decisions. It is paramount that communication channels be established as soon as operationally feasible.

2. Direct and establish the following procedures for the search of remains:
 - a. Monitor the execution of search techniques (see tasks 101-515-4701 and 2103).
 - b. Monitor the coordination for any required additional support elements such as transportation, EOD, chemical, biological, radiological, nuclear (CBRN), medical, engineer, field services, supply, and security personnel.
 - c. Monitor the coordination for non- MA personnel from the responsible command to assist in or conduct search operations.
3. Direct and establish the following procedures for the recovery of remains:
 - a. Monitor the execution of recovery techniques (see tasks 101-515-3701 and 2104).
 - b. Monitor the review of search and recovery case files (see tasks 101-515-3701 and 3702).
 - c. Monitor the coordination for non- MA personnel from the responsible command to assist in or conduct recovery operations.
4. Direct and establish the following procedures for the evacuation of remains:
 - a. Monitor the execution of evacuation techniques (see tasks 101-515-5109, 4507, 4522, and 4701).
 - b. Monitor the compilation of evacuation documents (see tasks 101-515-4507, 4522, and 3631).
 - c. Monitor the coordination for non- MA personnel from the responsible command to serve as escorts during evacuation.

Evaluation Preparation: Use a predetermined site and provide the soldier all required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Monitored the following procedures for the search, recovery, and evacuation of remains: a. Special operations need to tailor standard procedures. b. Subordinate unit planning and training. c. Special planning considerations for multinational operations. d. Integration of MA assets with civilian or government agencies. e. Establishment of communication channels.	—	—
2. Directed and established the following procedures for the search of remains: a. Execution of search techniques. b. Coordination for support elements. c. Coordination for non- MA search personnel.	—	—
3. Directed and established the following procedures for the recovery of remains: a. Execution of recovery techniques. b. Review of S&R case files. c. Coordination for non- MA recovery personnel.	—	—
4. Directed and established the following procedures for the evacuation of remains: a. Execution of evacuation techniques. b. Compilation of evacuation documents. c. Coordination for non- MA evacuation escorts.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 JTTP 4-06

Related

Coordinate the Employment of MA Activities
101-515-5104

Conditions: As a senior MA NCO assigned to the logistical support section of a tactical operations center (G4) and given a situation map, established communication channels in a theater of operation, JTTP 4-06, AR 638-2, and FM 10-64.

Standards: Coordinate the employment of MA activities IAW JTTP 4-06, AR 638-2, and FM 10-64.

Performance Steps

1. Plan and coordinate the employment of MA assets to an overseas geographical area.
 - a. Analyze mission requirement.
 - b. Review OPLANS/OPORDS according to FM 100-5 and FM 101-5.
 - c. Review MOU between services, NATO or multinational partners.
 - d. Identify the size and geographical location where opposing forces are located.
 - (1) Determine which service is responsible for a particular area.
 - (2) Determine type and level of support required.
 - (3) Determine mortuary affairs units' readiness posture.
 - (a) Ensure training plans are carried out.
 - (b) Ensure additional training is provided.
 - (c) Ensure personnel and equipment shortages are filled.
 - (d) Ensure MA units are POM qualified.
 - (e) Provide estimated degradation of support for various threat and MOPP levels.
 - (f) Provide tentative force structure and size to be supported.
 - (g) Provide tentative locations.
 - (h) Provide guidance on constraints and restrictions.
 - (i) Provide guidance on estimated times of deployment.
 - (4) Determine MA unit's capabilities.
 - (5) Determine MA unit's limitations.
 - (6) Determine and assess which organization assets are presently available.
 - e. Evaluate the situation.
 - f. Evaluate the present and future mission support.
 - g. Evaluate CBRN Threat.
 - h. Evaluate status of mutual agreements.
 - i. Evaluate status of MA structure.
 - j. Plan for the establishment of MA TDAs to perform associated tasks when required.
2. Develop plans for operational missions according to the Army Mobilization, Operations, and Planning Execution System (AMOPES) and FM 100-17, Mobilization, Deployment, Redeployment, and Demobilization.
3. Plan and prepare the MA units (AC/RC).
 - a. Alert unit.
 - b. Update status of unit.
 - c. Update status of RC unit to federal service.
4. Validate the mortuary affairs units.

NOTE: This is the certification that the soldiers, equipment, and training readiness meets established standards for deployment IAW FORSCOM Reg 500-3-1 .

 - a. Check unit load plans.
 - b. Ensure deploying units are certified as "READY".
 - c. Ensure appropriate military personnel and units are organized under the authorized TOEs to perform mortuary affairs services.
5. Coordinate the deployment of the mortuary affairs units.
 - a. Strategic lift of the unit and personnel.

Performance Steps

NOTE: This will begin with the unit departure from the POE and will end with its arrival in the operational theater.

- b. Receipt of the unit in the theater.

NOTE: This will begin with the arrival of forces and sustainment at the port of debarkation (POD) in the theater and will end with the departure of the forces from the POD.

- c. Onward movement in the theater.
 - (1) Personnel and equipment link up.
 - (2) Re configuration of forces.
 - (3) Sustainment and receipt of pre-positioned war reserve stock at designated marshaling areas.

6. Review and coordinate the time phased force and deployment data (TPFDD).

- a. Types of MA affairs units.
- b. Time period for which required in theater.
- c. Respective priorities.
- d. CINC's requirements for personnel and equipment to sustain the force.

7. Make an assessment analysis and advise the MA commanders of designated geographical area(S) through map and ground reconnaissance.

- a. Factors for employment.
 - (1) Near major road networks.
 - (2) Proximity to base support.
 - (3) Access to aerial POE.
 - (4) MA support near major support bases.
 - (5) Communication.
 - (6) Life support.
 - (7) Interment site.
 - (8) PE depot.
- b. Variable factors that will influence combat or combat service support.
 - (1) Number and troops to be supported.
 - (2) Climate and terrain.
 - (3) Location.
 - (4) Size of area.
 - (5) Enemy capabilities.
 - (6) Availability, capability and limitations of combat service support units.
- c. Other factors.
 - (1) Open terrain.
 - (2) Near open water or streams.
 - (3) Good drainage.
 - (4) Sump.
 - (5) OSHA and EPA standards.
- d. Environment.
 - (1) Terrain (e.g., mountains, jungle, desert, urban).
 - (2) Winter zones.
 - (3) Weather and visibility.
 - (4) Effects of CBRN weapons.
 - (5) Effects of electronic warfare.

8. Coordinate and task subordinate activities for needed logistical support as the tactical situation dictates.

- a. Engineers.
- b. EOD personnel.
- c. CBRN support teams.

9. Prepare an operation order and assign MA activities to specific geographical areas of responsibility.

Performance Steps

10. Make provisions for mobile transportation for MA equipment and personnel to designated geographical area(s).

NOTE: Transportation requirements and capabilities will depend upon the mobility of each type unit which is limited by the number of organic vehicles authorized, the number of personnel, and the amount of equipment and supplies to be moved. If surface transportation is required see FM 55-65, and for air transportation see FM 55-9 and FM 55-12. Ensure units are POM-qualified.

11. Verify and divide geographic boundaries for MA support activities.

12. Establish and implement joint policies.
 - a. Develop policies.
 - b. Publish policies and directives.
 - c. Establish liaison with other MA offices.

NOTE: Other offices may include US Army, US Navy, US Marine Corps, US Air Force and component service sub-offices and allied in the theater.

13. Assign MA responsibilities.
14. Coordinate and provide a PE depot system for use by all services.
15. Coordinate and provide logistical support to all assigned MA units.
16. Develop SOPs, operation plans, warning orders, and movement orders/directives.
17. Establish communications with all supported elements using procedures in FM 24-18.
18. Ensure units respond appropriately to the warning order and move their sections to the operating area(s).
19. Maintain a close watch on the intelligence situation.
20. Establish and maintain an effective communications system with all units effecting MA.
21. Determine and identify the MA support and capabilities required to meet their mission requirements
 - a. Evaluate each unit to determine their readiness posture, capabilities and limitations.
 - b. Ensure training plans are carried out by units.
 - c. Ensure that additional training of personnel is provided when required.
 - d. Ensure that equipment and personnel shortages are filled.
 - e. Provide estimated degradation of support for various threat and MOPP levels.
 - f. Provide guidance on estimated times for deployment.
 - g. Provide guidance on tentative force structure and size to be supported.
 - h. Provide tentative locations for mortuary affairs assets and where they can obtain logistical support.
 - i. Provide guidance on constraints and restrictions of mortuary affairs operations.
22. Develop and publish policy and directives needed for an efficient transition to MA operations.
 - a. Establish liaison with other mortuary affairs offices within the theater.
 - b. Coordinate and provide a personal effects depot system for the use of all services.
 - c. Coordinate with G4 for surface and aerial evacuation of remains with the movement control officer.
 - d. Provide guidance on prestockage of essential mortuary affairs items of equipment, supplies, blank forms, and publications required to identify, report and inter deceased personnel in registered interment sites.
 - e. Develop OPLAN based upon the following considerations.
 - (1) Tactical situation.
 - (2) Unit structure and capabilities.
 - (3) Unit locations and relocations on the fluid battlefield.
 - (4) Number of troops being supported (per corps, division or brigade).

Performance Steps

- (5) Mass fatality incidents.
 - (6) Outline each unit's responsibility for search, recovery and evacuation of remains to a theater mortuary affairs activity.
 - (7) Develop procedures for MA activities to follow in the graves registration program and concurrent return program.
 - (8) Outline any special consideration for:
 - (a) Procedures for handling American NEO evacuees, humanitarian organizations, local nationals and others outlined in AR 638-2.
 - (b) Contact with the JAG for legal matters according to FM 27-10.
 - (c) Deaths of displaced civilians, recording of deaths, death records, and appropriate records of transmittal to the appropriate government office.
 - (9) Develop procedures for MA activities to follow in decontamination operations.
 - (10) Develop a chain of custody procedures for records
 - (11) Develop procedures for reporting War Crimes, violations of articles of war and/or Geneva Hague Conventions (FM 27-10).
- f. Provide input to appropriate CINC OPLAN and Field Standing Operating Procedures for mortuary affairs operations.

NOTE: Attach overlay to OPLAN/OPORD (according to plotting techniques outlined in FM 21-26 and FM 101-5-1) as an annex. Your next step is to prepare input to the OPLAN/OPORD according to FM 101-5. Finally, plot boundaries of proposed supporting, supported, and subordinate mortuary affairs units' locations within 50 meters.

23. Coordinate with G4.
 - a. Acquisition of land.
 - b. Allocation of real estate.
 - c. Administration and disposition of the real estate.
 - d. Real estate for interments.
 - e. Surface and aerial evacuation of remains by US TRANSCOM control strategic lift assets and movement control officer to other mortuaries in CONUS or OCONUS.
 - f. Establishment of JMAO for joint operations.
 - g. Communication with the Commander of JMAO.
 - h. Billets.
 - i. Shelter.
 - j. Personnel.
 24. Set up communications with supporting, supported, and subordinate mortuary affairs units and other service headquarters according to FM 24-18.
 25. Prepare a situation map depicting mortuary affairs operations and location of units and activities using FM 101-5-1 and FM 101-10-1 as guidance.
 - a. Extract and post information.
 - (1) Recovery reports.
 - (2) Aircraft incident reports.
 - (3) SITREPS.
 - b. Coordinate with SPO.
 - c. Update situation map as units are transitioned into areas of responsibility.
 - (1) Show areas where proposed mortuary affairs units will be assigned.
 - (2) Identify major roads, alternate routes, rail routes, choke points, bridges, river fording sites, and other potential inhibitors.
 - (3) List the terrain effects in the area on cover and concealment, obstacles, nuclear, chemical laser weapons, and dispersion of assigned units.
- NOTE: Laser weapons are called Directed Energy Warfare (DEW). This can take place on the battlefield.
- (4) Show an array of friendly units.
 - d. Coordinate with G1 for casualty information.

Performance Steps

26. Prepare input to OPLAN/OPORD according to FM 101-5.

27. Assign geographical area by dividing the areas of responsibility to subordinate mortuary affairs units.
NOTE: When assigning mortuary affairs activities to a specific area, for example when operating in Europe, Use EUCOM Dir 66-1, and use the proper according channels.

- a. Plot the boundaries of proposed supporting, supported, and subordinate mortuary affairs units locations.
- b. Plot the boundaries and locations to within 50 meters.

28. Assign appropriate mortuary affairs unit specific search and recovery mission(s).

NOTE: In addition, you must assign appropriate mortuary affairs unit(s) to specific missions when the responsible commanders cannot recover their deceased personnel.

29. Calculate the number of mortuary affairs teams/personnel that are needed to conduct a specific search and recovery mission.

- a. Single.
- b. Multiple.
- c. Air crash.
 - (1) Fixed wing.
 - (2) Rotary.
- d. Vehicle.
- e. Bus.
- f. Train.
- g. Boat.

30. Provide technical supervision and assistance for establishment, operation, and maintenance of mortuary affairs decontamination collection points, mortuary affairs collection points, central identification laboratories, mortuaries, and interment sites.

- a. Incorporate host nation support whenever possible.
- b. Provide current status and restrictions on the use of host nation labor assets (FM 100-20 & FM 27-10).
- c. Conduct a comparative analysis to determine methods of overcoming deficiencies and/or modifications required for the course of action.

31. Coordinate the establishment and provide procedures to operate a theater mortuary evacuation point in the theater.

32. Coordinate the establishment and provide procedures to operate a personal effects depot system for the use of all services (AR 638-2 and JTTP 4-06).

33. Coordinate with Office of the Armed Forces Medical Examiner (OAFME), Federal Bureau of Investigation (FBI), Federal Emergency Management Agency (FEMA), Department of Defense (Appropriate offices), and Port Mortuaries IAW DOD Directive 1300.22.

34. Provide commander and staff with evaluation and an estimate of impact on planned operations, and recommendations for improvement.

35. Coordinate with G3 for route movements of mortuary affairs personnel when selection of routes has tactical implications.

- a. Calculate and provide a time movement table.
- b. Provide the line(s) of movement for the unit to follow.

36. Ensure that policies, procedures and local laws are adhered to by the mortuary affairs personnel according to title 10 and the articles of war (See FM 27-10).

- a. Hiring.
- b. Pay.
- c. Hours.

Performance Steps

- d. Treatment.
- e. Host nation support.
- f. Local civilians.
- g. Pertinent restrictions,

Evaluation Preparation: Use a predetermined site and provide the soldier all required equipment and material to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Planned and coordinated the employment of MA assets to an overseas geographical area.	—	—
2. Developed plans for operational missions (see FM 100-17).	—	—
3. Prepared the MA units (AC/RC).	—	—
4. Validated the MA unit's readiness.	—	—
5. Coordinated the deployment of MA units.	—	—
6. Coordinated the Timed-Phased Force and Deployment Data (TPFDD).	—	—
7. Conducted mission analysis and advised MA unit commanders.	—	—
8. Coordinated necessary logistical support.	—	—
9. Prepared an OPORD and assigned MA activities to specific AOR.	—	—
10. Coordinated the transportation of MA equipment to theater.	—	—
11. Verified geographic boundaries for MA support activities.	—	—
12. Established and implemented joint policies.	—	—
13. Assigned MA responsibilities.	—	—
14. Coordinated the establishment of a PE Depot.	—	—
15. Coordinated logistical support for MA units.	—	—
16. Developed SOP, OPLAN, and directives for specific geographical locations.	—	—
17. Established communication with all supported elements.	—	—
18. Determined how METT-T will influence MA capabilities.	—	—
19. Determined site selection requirements.	—	—
20. Performed map reconnaissance of possible sites.	—	—
21. Ensured MA units responded to warning orders.	—	—
22. Monitored intelligence reports.	—	—
23. Established and maintained communications with all units that effect MA activities.	—	—
24. Determined if MA activities supported mission requirements.	—	—
25. Developed and published policy and directives to expedite transition to MA operations.	—	—

Performance Measures	<u>GO</u>	<u>NO GO</u>
26. Coordinated with G-4 and JMAO for land, transportation, personnel, and life support.	—	—
27. Set up communications with MA units and other services headquarters.	—	—
28. Prepared a situation map to brief command and staff.	—	—
29. Prepared input for OPORD/OPLAN.	—	—
30. Assigned subordinate MA units to specific AOR's.	—	—
31. Assigned specific search and recovery missions to MA units to support responsible commands that could not recover their deceased personnel.	—	—
32. Calculated the number of MA personnel required to conduct search and recovery missions.	—	—
33. Provided guidance for the establishment of MA facilities and operations.	—	—
34. Coordinated the establishment of a TMEP.	—	—
35. Coordinated the establishment of a PE Depot.	—	—
36. Coordinated with appropriate government agencies to provide MA support.	—	—
37. Provided the command and staff with an estimate and evaluation of each proposed course of action.	—	—
38. Coordinated with G-3 for route movements of MA personnel (tactical implications).	—	—
39. Ensured MA personnel adhered to all applicable local laws, current policy and directives, articles of war, and title 10.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 AR 638-2
 FM 10-64
 JTTP 4-06

Related

**Develop Procedures for Contingency Plans in Support of MA Activities
101-515-5105**

Conditions: As the senior MA NCO assigned to Corps G-4 and given JTTP 4-06, AR 638-2, and FM 10-64.

Standards: Develop procedures for contingency plans in support of MA activities IAW JTTP 4-06, AR 638-2, and FM 10-64.

Performance Steps

1. Obtain the MA support concept of the unified commander, (e.g., CENTCOM, SOUTHCOM, EUCOM, PACOM) and other command support concepts to ensure the following:
 - a. Subordinate units have developed plans and procedures that support commander's intent.
 - b. MA personnel in subordinate units are trained and prepared to conduct operations in theater.
 - c. Staff estimates for each proposed course of action are prepared and MA logistical problems are addressed.
 - d. Commanders, at all levels, are advised concerning MA operations.

2. Be prepared to receive and incorporate a QM Collection Company (MA) TOE 10498L000 or its components:
 - a. Advise the commander on how best to attach platoons and/or teams to subordinate commands.
 - b. Immediately establish and maintain communication channels and reporting systems for all MA activities.
 - c. Brief the command and staff elements of incoming MA units on past, current, and future operations within their AOR.
 - d. Monitor the coordination of all required support elements such as transportation, engineer, field services, EOD, CBRN, and security personnel.
 - e. Monitor the training of non-MA personnel to assist in the search, recovery, and evacuation of remains.
 - f. Assist in the negotiation with host nation authorities for necessary logistic support.

3. Ensure MA personnel and equipment are prepared to support the following contingency plans:
 - a. Open and operate MA collection points for use by all services operating within the command's AOR.
 - b. Open and operate an interim TMEP and PE Depot while waiting for the arrival of theater MA assets.
 - c. Open and operate a MADCP in the event of a CBRN attack
 - d. Conduct interment operations (only by order of the Geographic Combatant Commander).
 - e. Conduct MA activities for OOTW, domestic support, peacekeeping operations, natural disasters, terrorist attacks, and other situations that may escalate to hostilities or armed conflict.

Evaluation Preparation: Use a predetermined site and provide the soldier all required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Obtained the MA support concepts from higher commands to ensure subordinate units are trained and prepared to conduct operations in support of commander's intent.	—	—
2. Received and incorporated a QM Collection Company (MA) or its components into the Corps AOR.	—	—

Performance Measures

GO **NO GO**

- 3. Ensured MA personnel and equipment were able to support contingency plans such as MACP, interim TMEP and PE Depot, MADCP, interment, OOTW, and various other operations.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
- AR 638-2
- FM 10-64
- JTTP 4-06

Related

**Provide Guidance to Service Components on Disposition of Remains and Associated PE
101-515-5106**

Conditions: As the senior MA NCO in theater and given CJMAO directives, JTTP 4-06, AR 638-2, and FM 10-64, you must provide guidance to Service Components on the disposition of remains and associated personal effects.

Standards: Provide guidance to Service Components on the disposition of remains and associated personal effects IAW CJMAO directives, JTTP 4-06, AR 638-2, and FM 10-64.

Performance Steps

1. Provide service components with the following guidance on the disposition of remains and PE:
 - a. CJMAO/JMAO current theater policy and doctrine.
 - b. Current MA unit locations and capabilities.
 - c. Contingency plans for MA support.

2. Establish and maintain communication channels with higher headquarters and individual service component commands to ensure the following:
 - a. Reports to higher headquarters are accurate and timely.
 - b. Immediate alerts of any changes in MA SOP are disseminated.
 - c. Daily briefings on the disposition of all remains and PE are conducted.
 - d. Readiness of all service component MA assets are monitored by JMAO.

Evaluation Preparation: Use a predetermined site and provide the soldier with required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Provided service components with the following guidance on the disposition of remains and PE: <ol style="list-style-type: none"> a. CJMAO/JMAO current theater policy and directives. b. Current MA unit locations and capabilities. c. Contingency plans for MA support. 	—	—
2. Established and maintained communication channels with higher headquarters and individual service component commands to ensure the following: <ol style="list-style-type: none"> a. Reports to higher headquarters were accurate and timely. b. Immediate alerts of any changes in MA SOP were disseminated. c. Daily briefings on the disposition of all remains and PE were conducted. d. Readiness of all service component MA assets were monitored by JMAO. 	—	—

Evaluation Guidance: Score the soldier Go if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step show the soldier what was done wrong and how to do it correctly.

References

Required	Related
AR 638-2	
FM 10-64	
JTTP 4-06	

**Coordinate with Service Component Commands for Data on Missing and Deceased Personnel
101-515-5108**

Conditions: As the senior MA NCO in theater and given current CJMAO directives, JTTP 4-06, AR 638-2, and FM 10-64, you will coordinate compilation of data on missing and deceased personnel from Service Component Commands.

Standards: Coordinate the compilation of data on missing and deceased personnel from Service Component Commands IAW current CJMAO directives, JTTP 4-06, AR 638-2, and FM 10-64.

Performance Steps

1. Establish and maintain communication channels with the following:
 - a. Central Joint Mortuary Affairs Office (CJMAO).
 - b. Individual Service Component Area Command.
 - c. Individual Service Component Casualty Office.
 - d. Theater Mortuary Evacuation Point (TMEP).
 - e. Point of Embarkation (POE) Mortuary.
 - f. Personal Effects Depot (PE Depot).
 - g. Armed Forces Institute of Pathology (AFIP).
 - h. Office of the Armed Forces Medical Examiner (OAFME).
 - i. Department of Personnel Missing in Action Office (DPMO).
2. Coordinate with Service Component Commands and Casualty Offices to compile the following data on missing personnel:
 - a. Name, rank, SSN, branch, and unit of missing personnel.
 - b. Date, time, and last known location of missing personnel.
 - c. Date, time, location, and results of all search and recovery attempts.
 - d. Identification number and type of assigned vehicle or aircraft of missing personnel.
 - e. Disposition of personal effects and records of missing personnel.
3. Coordinate with Service Component Commands and Casualty Offices to compile the following data on deceased personnel:
 - a. Name, rank, SSN, branch, and unit of deceased personnel.
 - b. Date, time, location, and circumstances of incident that caused death.
 - c. Date, time, location, and unit that conducted the search and recovery mission.
 - d. Disposition of remains, records, and personal effects of deceased personnel.
4. Establish, monitor, and maintain a reporting system in coordination with S-1, G-1, and J-1 for the secure routing of all data on missing and deceased personnel to higher headquarters.

Evaluation Preparation: Use a predetermined site and provide the soldier with required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Established and maintained communication channels with individual Service Component Area Commands and Casualty Offices, CJMAO, TMEP, POE Mortuary, PE Depot, AFIP, OAFME, and DPMO.	—	—
2. Coordinated with Service Component Commands and Casualty Offices to compile available data on missing personnel.	—	—
3. Coordinated with Service Component Commands and Casualty Offices to compile available data on deceased personnel.	—	—

Performance Measures

GO **NO GO**

4. Established, monitored, and maintained a reporting system in coordination with S-1, G-1, and J-1 for the secure routing of all data on missing and deceased personnel to higher headquarters.

_____ _____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step show the soldier what was done wrong and how to do it correctly.

References

Required

AR 638-2

FM 10-64

JP 4-06

Related

Coordinate for Return of Remains and Effects
101-515-5109

Conditions: As the senior MA NCO in theater assigned to the JMAO and given JTTP 4-06, AR 638-2, FM 10-64, and current theater policy directives from the CJMAO.

Standards: Coordinate for return of remains and effects IAW current theater policy, JTTP 4-06, AR 638-2, and FM 10-64.

Performance Steps

1. Provide the following guidance to the appropriate command and staff channels:
 - a. Current theater policy and doctrine governing the return of remains and effects.
 - b. Current status of all remains and effects in theater that require evacuation.
 - c. Current evacuation capability of all MA and supporting USAF assets in theater.
 - d. Current disposition of records of remains and effects that have been repatriated.

2. Coordinate and monitor the execution of the following operations:
 - a. Disinterment operations (task # 101-515-4517).
 - b. MACP operations (task # 101-515-4507).
 - c. MADCP operations (task # 101-515-4528).
 - d. TMEP operations (task # 101-515-4522).
 - e. Mortuary operations (task # 101-515-3631).
 - f. PE Depot operations (task # 101-515-4525).

3. Coordinate and monitor the execution of the following tasks:
 - a. Coordinate MA operations (task # 101-515-2224, 3661, 4202, and 5102).
 - b. Provide guidance to Service Components (task # 101-515-5106 and 5108).
 - c. Conduct readiness inspections of MA organizations (task # 101-515-4203).

Evaluation Preparation: Use a predetermined site and provide the soldier with required material to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Provided the following guidance to the appropriate command and staff channels: <ol style="list-style-type: none"> a. Current theater policy and doctrine. b. Current status of remains and effects in theater. c. Current evacuation capability in theater. d. Current disposition of records of evacuations. 	—	—
2. Coordinated and monitored the execution of the following operations: <ol style="list-style-type: none"> a. Disinterment. b. MACP. c. MADCP. d. TMEP. e. Mortuary. f. PE Depot. 	—	—
3. Coordinated and monitored the execution of the following tasks: <ol style="list-style-type: none"> a. Coordinate MA operations. b. Provide guidance to Service Components. c. Conduct readiness inspections of MA organizations. 	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step show the soldier what was done wrong and how to do it correctly.

References

Required

AR 638-2

FM 10-64

JTTP 4-06

Related

Coordinate Interments and Provide Guidance to the Commander
101-515-5111

Conditions: Given JTTP 4-06, AR 638-2, and a QM MA CO (EAC) in a theater of operation, you must coordinate interments and provide guidance to the commander.

Standards: Coordinate interments and provide guidance to the commander IAW JTTP 4-06 and AR 638-2.

Performance Steps

1. Receive approval from the Geographical Combatant Commander in conjunction with JMAO to conduct interment operations.

NOTE: Under extreme circumstances (when there are no command and communication channels with higher headquarters) the senior commander must make the decision to inter remains, but only after all other support options have failed.

2. Determine the following mission requirements:
 - a. Number, location, and condition of remains to be interred.
 - b. Interment team leader and personnel.
 - c. Life support, field sanitation, and supplies for team.
 - d. Security and transportation for team and remains.
 - e. Engineer assets, EOD, and NBC support if needed.
 - f. Chaplain (UMT) support and special religious considerations, or selection of non-clergy personnel to perform non-clergy memorial services as outlined in JTTP 4-06.
3. Monitor the interment of remains (task # 101-515-4511 and 101-515-3611).
4. Provide the following guidance to the commander:
 - a. Brief the commander on all applicable regulations and procedures.
 - b. Update the commander on any changes that may effect the mission.
 - c. Provide the commander with a detailed closing report after all remains are interred.
 - d. Ensure all case files are hand carried to JMAO by special courier.

Evaluation Preparation: Use a predetermined site and provide the soldier with required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Received proper approval to conduct interment operations.	_____	_____
2. Determined the following mission requirements: <ol style="list-style-type: none"> a. Number, location, and condition of remains to be interred. b. Interment team leader and personnel. c. Life support, field sanitation, and supplies for team. d. Security and transportation for team and remains. e. Engineer assets, EOD, and NBC support if needed. f. Chaplain (UMT) support and special religious considerations, or selection of non-clergy personnel to perform non-clergy memorial services as out lined in JTTP 4-06. 	_____	_____
3. Monitored the interment of remains (task # 101-515-4511 and 101-515-3611).	_____	_____
4. Provided the following guidance to the commander: <ol style="list-style-type: none"> a. Briefed the commander on all applicable regulations and procedures. b. Updated the commander on any changes that effected the mission. c. Provided the commander with a detailed closing report after all remains were interred. 	_____	_____

Performance Measures

GO NO GO

- d. Ensured all case files were hand carried to JMAO by special courier.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show the soldier what was done wrong and how to do it correctly.

References

Required

AR 638-2
JTTP 4-06

Related

Coordinate Disinterments and Provide Guidance to the Commander
101-515-5117

Conditions: Given JTTP 4-06, AR 638-2, and a QM MA CO (EAC) in theater, you must coordinate disinterments and provide guidance to the commander.

Standards: Coordinate disinterments and provide guidance to the commander IAW JTTP 4-06 and AR 638-2.

Performance Steps

1. Receive disinterment mission and all historical documents including interment case files from higher headquarters in conjunction with JMAO.
2. Determine the following mission requirements:
 - a. Disinterment team leader and members.
 - b. Location and number of remains to be disinterred.
 - c. Life support, field sanitation, and supplies for team.
 - d. Nearest MACP and TMEP prepared to receive remains.
 - e. Security and transportation for team and remains.
 - f. Engineer assets, EOD, and NBC support if needed.
3. Coordinate for a JMAO representative to be on site throughout the mission.
4. Monitor the disinterment of remains (task # 101-515-4517 and 101-515-3617).
5. Provide the following guidance to the commander:
 - a. Brief the commander on all applicable regulations and procedures.
 - b. Update the commander on any changes that may effect the mission.
 - c. Ensure all case files are hand carried to JMAO by special courier.
 - d. Provide the commander with a detailed closing report after all remains are recovered.

Evaluation Preparation: Use a predetermined site and provide the soldier with required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Received disinterment mission and all historical documents including interment case files from higher headquarters in conjunction with JMAO.	—	—
2. Determined the following mission requirements: <ol style="list-style-type: none"> a. Location and number of remains to be disinterred. b. Disinterment team leader and members. c. Life support, field sanitation, and supplies for team. d. Nearest MACP and TMEP prepared to receive remains. e. Security and transportation for team and remains. f. Engineer assets, EOD, and NBC support if needed. 	—	—
3. Made coordination for a JMAO representative to be on site throughout the mission.	—	—
4. Monitored the disinterment of remains (task # 101-515-4517 and 101-515-3617).	—	—
5. Provided the following guidance to the commander: <ol style="list-style-type: none"> a. Briefed the commander on all applicable regulations and procedures. b. Updated the commander on any changes that effected the mission. c. Ensured all case files were hand carried to JMAO by special courier. 	—	—

Performance Measures

GO NO GO

- d. Provided the commander with a detailed closing report after all remains were recovered.

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show the soldier what was done wrong and how to do it correctly.

References

Required
AR 638-2
JTTP 4-06

Related

**Maintain Equipment Inventory Data on Service Component MA Elements
101-515-5118**

Conditions: As the senior MA NCO in theater, given CJMAO guidance, you must maintain equipment inventory data on service component MA elements.

Standards: Maintain equipment inventory data on Service Component MA elements IAW current theater policy and doctrine.

Performance Steps

1. Advise Geographical Combatant Commander and establish theater MA SOP:
 - a. Evaluate CJMAO guidance to establish current theater policy and doctrine.
 - b. Integrate mission requirements from all Service Component Commanders.
 - c. Disseminate information to all supported command and staff channels.
 - d. Coordinate meetings with all service component representatives.

2. Establish and maintain communication channels with all service component representatives:
 - a. Determine mission requirements for all service component MA elements.
 - b. Determine on hand stockage levels of MA equipment and material assets.
 - c. Determine MA personnel assets in theater, and incoming unit's TPD.
 - d. Monitor the distribution of war time stockage levels in theater.

3. Coordinate daily briefings for the JMAO and provide all updated MA equipment inventory data:
 - a. Conduct evening "hot washes" and morning updates as prescribed in the MA SOP.
 - b. Maintain equipment inventory reports from all service component representatives.
 - c. Monitor the location and resupply of all service component MA elements.
 - d. Alert all service component representatives of any changes to policy.

Evaluation Preparation: Use a predetermined site and provide the soldier with required material to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Advised Geographical Combatant Commander and established theater MA SOP:	—	—
a. Evaluated CJMAO guidance to establish current theater policy and doctrine.		
b. Integrated mission requirements from all Service Component Commanders.		
c. Disseminated information to all supported command and staff channels.		
d. Coordinated meetings with all service component representatives.		
2. Established and maintained communication channels with all service component representatives:	—	—
a. Determined mission requirements for all service component MA elements.		
b. Determined on hand stockage levels of MA equipment and material assets.		
c. Determined MA personnel assets in theater, and incoming unit's TPD.		
d. Monitored the distribution of war time stockage levels in theater.		
3. Coordinated daily briefings for the JMAO and provided all updated MA equipment inventory data:	—	—
a. Conducted evening "hot washes" and morning updates as prescribed in the MA SOP.		
b. Maintained equipment inventory reports from all service component representatives.		
c. Monitored the location and resupply of all service component MA elements.		
d. Alerted all service component representatives of any changes to policy.		

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step show the soldier what was done wrong and how to do it correctly.

References
Required

Related
AR 638-2
FM 10-286
JTTP 4-06

Monitor Procedures in the Theater of Operations for the Receipt, Storage, Safeguarding and Further Disposition of PE

101-515-5125

Conditions: Given JTTP 4-06, AR 638-2, DA PAM 638-2, and open channels of communication with all MA organizations in theater, you must monitor procedures in the theater of operations for the receipt, storage, safeguarding, and further disposition of PE.

Standards: Monitor procedures in the theater of operations for the receipt, storage, safeguarding, and further disposition of PE IAW JTTP 4-06, AR 638-2, and DA PAM 638-2.

Performance Steps

1. Monitor the execution of the following tasks in theater:
 - a. Supervise Collection Point Operations (task # 101-515-4507).
 - b. Supervise MADCP Operations (task # 101-515-3628).
 - c. Supervise Interment Operations (task # 101-515-4511).
 - d. Supervise Disinterment Operations (task # 101-515-4517).
 - e. Supervise TMEP Operations (task # 101-515-4522).
 - f. Supervise PE Depot Operations (task # 101-515-4525).
 - g. Supervise Mortuary Operations (task # 101-515-3631).
2. Monitor the efficiency of the following sub-tasks in theater:
 - a. Receipt of PE and accuracy of records.
 - b. Storage of PE and records to prevent damage.
 - c. Safeguarding of PE and records to prevent loss or theft.
 - d. Disposition of PE and records to prevent delays in evacuation.
3. Brief the appropriate command and staff channels on the following:
 - a. His/her responsibilities concerning the disposition of PE in theater.
 - b. Types of PE related operations are presently being conducted in theater.
 - c. Other types of PE related operations could presently be conducted, if needed.
 - d. Disposition of all PE presently located within his/her AOR.
4. Provide specific guidance to the appropriate command and staff channels preparing after action reports (AARs) and/or "lesson's learned" documents.

Evaluation Preparation: Use a predetermined site and provide the soldier with required material to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Monitored the execution of the following tasks in theater:	—	—
a. Supervise Collection Point Operations.		
b. Supervise MADCP Operations.		
c. Supervise Interment Operations.		
d. Supervise Disinterment Operations.		
e. Supervise TMEP Operations.		
f. Supervise PE Depot Operations.		
g. Supervise Mortuary Operations.		
2. Monitored the efficiency of the following sub-tasks in theater:	—	—
a. Receipt of PE and accuracy of records.		
b. Storage of PE and records to prevent damage.		
c. Safeguarding of PE and records to prevent loss or theft.		
d. Disposition of PE and records to prevent delays in evacuation.		

Performance Measures

GO **NO GO**

- | | | |
|---|------|------|
| 3. Briefed the appropriate command and staff channels on the following:
a. His/her responsibilities concerning PE in theater.
b. Types of PE related operations are presently being conducted in theater.
c. Other types of PE related operations could presently be conducted, if needed.
d. Disposition of all PE presently located within his/her AOR. | ____ | ____ |
| 4. Provided specific guidance to the appropriate command and staff channels preparing AARs and /or "lesson's learned" documents. | ____ | ____ |

Evaluation Guidance: Score the soldier GO if all steps are passed (P), and score the soldier NO-GO if any step is failed (F). If the soldier fails any step show the soldier what was done wrong and how to do it correctly.

References

Required
AR 638-2
DA PAM 638-2
JTTP 4-06

Related

**Monitor Readiness of MA Assets
101-515-5201**

Conditions: Given MTOE 10498 for a QM Collection Co. (MA) or MTOE 10698 for a QM MA Co. (EAC), applicable CTA, personnel roster, and maintenance reports, you will monitor the readiness of your unit's MA assets.

Standards: Monitor the readiness of MA assets IAW applicable MTOE, CTA, and unit reports.

Performance Steps

1. Monitor the results of all readiness inspections (task # 101-515-4203) as follows:
 - a. Assess unit strength and deployability of assigned personnel.
 - b. Compare MTOE requirements to on-hand and do-in items.
 - c. Compare CTA requirements to unit supply stock levels.
 - d. Assess vehicle and equipment readiness.
2. Provide guidance to the commander addressing any shortfalls.
3. Monitor supply and maintenance personnel as they ensure the following:
 - a. All MTOE requirements are on-hand, or do-in.
 - b. All CTA requirements are on-hand, or do-in.
 - c. All deadlined (NMC) vehicles are returned to mission capable status.
 - d. All deadlined (NMC) equipment is returned to mission capable status.
4. Monitor administrative personnel as they ensure the following:
 - a. Personnel legal issues (will and power of attorney) are updated.
 - b. Personnel medical, dental, and shot records are updated.
 - c. Personnel APFT and weapon qualification are updated.
 - d. Personnel family care plans are in place.
5. Brief the appropriate command and staff elements on the readiness of MA assets.

Evaluation Preparation: Use a predetermined site and provide the soldier with required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Monitored the results of all readiness inspections (task # 101-515-4203) as follows: <ol style="list-style-type: none"> a. Assessed unit strength and deployability of assigned personnel. b. Compared MTOE requirements to on-hand and do-in items. c. Compared CTA requirements to unit supply stock levels. d. Assessed vehicle and equipment readiness. 	—	—
2. Provided guidance to the commander addressing any shortfalls.	—	—
3. Monitored supply and maintenance personnel as they ensured the following: <ol style="list-style-type: none"> a. All MTOE requirements were on-hand, or do-in. b. All CTA requirements were on-hand, or do-in. c. All deadlined vehicles (NMC) were returned to mission capable status. d. All deadlined equipment (NMC) was returned to mission capable status. 	—	—
4. Monitored administrative personnel as they ensured the following: <ol style="list-style-type: none"> a. Personnel legal issues (will and power of attorney) were updated. b. Personnel medical, dental, and shot records were updated. c. Personnel APFT and weapon qualification were updated. d. Personnel family care plans were in place. 	—	—

Performance Measures

GO **NO GO**

5. Briefed the appropriate command and staff elements on the readiness of MA assets.

_____ _____

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show the soldier what was done wrong and how to do it correctly.

**Coordinate Procedural Guidance Concerning Transfer of Remains and PE
101-515-5202**

Conditions: As the senior MA NCO in theater (assigned to JMAO) you are providing procedural guidance to the appropriate command and staff channels concerning the transfer of allied and/or enemy remains and PE; given current theater policy and doctrine, JTTP 4-06, AR 638-2, FM 10-64, and open channels of communication with CJAMO.

Standards: Provide Procedural Guidance Concerning Transfer of Remains and PE IAW JTTP 4-06, AR 638-2, FM 10-64, and current theater policy and doctrine.

Performance Steps

1. Establish and maintain communication channels with the following:
 - a. Multinational (coalition) command and staff representatives.
 - b. CJMAO, State Department and ICRC representatives.
 - c. Service Component Commands.
 - d. All MA elements in theater.

2. Provide the following guidance to the appropriate command and staff channels:
 - a. Joint Publications and Army Regulations covering remains and PE transfer.
 - b. Current theater policy and doctrine covering remains and PE transfer.
 - c. Disposition of all records of completed transfers to date.
 - d. Current status of any pending transfers.
 - e. Guidance provided by CJMAO.

3. Monitor the following activities regarding remains and PE transfer:
 - a. All remains are processed IAW special cultural and religious considerations.
 - b. All remains are handled in the same manner as those of U.S. remains.
 - c. All PE are safeguarded against possible loss, damage, or theft.
 - d. All PE are checked for possible intelligence significance.

4. Coordinate the following activities regarding remains and PE transfer:
 - a. All PE inventory discrepancies are investigated.
 - b. All PE destroyed or confiscated are reported as such.
 - c. All remains and PE are transferred to the appropriate government agencies.
 - d. All reports to higher headquarters and CJMAO are prepared and submitted in a timely manner.

Evaluation Preparation: Use a predetermined site and provide the soldier with required material to perform the task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Established and maintained communication channels with the following: <ol style="list-style-type: none"> a. Multinational (coalition) command and staff representatives. b. CJMAO, State Department and ICRC representatives. c. Service Component Commands. d. All MA elements in theater. 	—	—
2. Provided the following guidance to the appropriate command and staff channels: <ol style="list-style-type: none"> a. Joint Publications and Army Regulations covering remains and PE transfer. b. Current theater policy and doctrine covering remains and PE transfer. c. Current disposition of all records of completed transfers to date. d. Current status of any pending transfers. e. Guidance provided by CJMAO. 	—	—
3. Monitored the following activities regarding remains and PE transfer:	—	—

Performance Measures

GO **NO GO**

- a. All remains were processed IAW special cultural and religious considerations.
 - b. All remains were handled in the same manner as those of U.S. remains.
 - c. All PE were safeguarded against possible loss, damage, or theft.
 - d. All PE were checked for possible intelligence significance.
4. Coordinated the following activities regarding remains and PE transfer: _____ _____
- a. All PE inventory discrepancies were investigated.
 - b. All PE destroyed or confiscated was reported as such.
 - c. All remains and PE were transferred to the appropriate government agencies.
 - d. All reports to higher headquarters and CJMAO were prepared and submitted in a timely manner.

Evaluation Guidance: Score the soldier GO if all steps are passed (P), and score the soldier NO-GO if any step is failed (F). If any step is failed show the soldier what was done wrong and how to do it correctly.

References

Required
AR 638-2
FM 10-64
JTTP 4-06

Related

GLOSSARY

Advanced individual training (AIT)

Training given to enlisted personnel upon completion of basic training that will qualify them for award of a military occupational specialty (MOS).

Advanced Noncommissioned Officer Course (ANCOC)

A course for soldiers in grade E6 that provides training in the duties of grade E7 noncommissioned officers, along with other duties and positions of greater responsibility.

After-action review (AAR)

A professional discussion of an event, focused on performance standards, that enables soldiers to discover for themselves what happened, why it happened, and how to sustain strengths and improve on weaknesses. It is a tool that leaders, trainers, and units can use to get maximum benefit from every mission or task.

Army Training and Evaluation Program (ARTEP)

The Army's collective training program that unit training objectives critical to unit survival and performance in combat. They combine the training and evaluation process into one integrated function. The ARTEP is a training program and not a test. The sole purpose of external evaluation under this program is to diagnose unit requirements for future training.

Basic Noncommissioned Officer Course (BNCOC)

Training designed for soldiers in grade E5 to learn the duties of grade E6. Soldiers receive specialized training in their MOS and in related subjects that prepare them to perform duties in a supervisory capacity.

CAM

chemical agent monitor

collective training

Training, either in institutions or units, that prepares cohesive teams and units to accomplish their missions on the battlefield and in operations other than war.

common task

A task every soldier in the Army must learn and perform at some skill level.

COSCOM

corps support command

critical task

A collective or individual task determined to be essential to wartime mission, duty accomplishment, or survivability. Critical individual tasks are trained in the training base and/or unit, and they are reinforced in the unit.

cross training

The systematic training of soldiers on tasks related to another duty position.

DISCOM

division support command

DS

direct support

EOD

explosive ordnance disposal

FSB

Forward Support Battalion

GS

general support

Individual training

Training which prepares the soldier to perform specified duties or tasks related to the assigned duty position or subsequent duty positions and skill levels.

Integrated training

Training of a critical task in a formal course of instruction by integrating or consolidating the proponent-provided TSP material into an existing lesson. The task MAY be one in which the performer has received prior training, i.e., it is best used to sustain/refine previously acquired skills. The training must be applicable to the block of instruction in which it is integrated; trains the task to standard; and evaluates task performance during instruction under conditions prescribed in the TSP.

mA

milliampere

MA (1)

mortuary affairs

MACP

mortuary affairs collection point

MADCP

mortuary affairs decontamination collection point

NBC

nuclear, biological, and chemical

NCO

noncommissioned officer

NCOIC

noncommissioned officer in charge

OPS

operations

PE (1)

personal effects

SSN

social security number

sustainment training

The provision of training required to maintain the minimum acceptable level of proficiency required to accomplish a critical task.

unit training

Training that is conducted in a unit.

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Army Regulations

AR 190-8	Enemy Prisoners of War, Detained Personnel, Civilian Internees, and Other Detainees 1 October 1997
AR 200-1	Environmental Protection and Enhancement 21 February 1997
AR 385-10	The Army Safety Program 23 May 1988
AR 638-2	Care and Disposition of Remains and Disposition of Personal Effects 22 December 2000
AR 670-1	Wear and Appearance of Army Uniforms and Insignia 1 September 1992
AR 700-84	Issue and Sale of Personal Clothing (Included on EM 0001) 15 May 1983

Army Training and Evaluation Program

ARTEP 10-698-30-MTP	Mission Training Plan for Quartermaster Mortuary Affairs Company (EAC) 14 April 2000
---------------------	--

Department of Army Pamphlets

DA PAM 638-2	Procedures for the Care and Disposition of Remains and Disposition of Personal Effects 22 December 2000
--------------	---

Department of Defense Publications

DOD 4500.32-R VOL 1	Military Standard Transportation and Movement Procedures (Reprinted W/Basic Incl C1-5) 15 March 1987
DOD 4500.32-R, VOL 2	Military Standard Transportation and Movement Procedures (MILSTAMP): Transportation Account Codes (TACS) (Reprinted W/Basic Incl C1-2) 15 February 1987
DOD 4500.9-R PART III	Defense Transportation Regulation, Part III, Mobility 1 April 1997
DOD DIRECTIVE 3100.22	Mortuary Affairs Policy 3 February 2000

Field Manuals

FM 100-8	The Army in Multinational Operations 24 November 1997
FM 101-5	Staff Organization and Operations 31 May 1997
FM 101-5-1	Operational Terms and Graphics (MCRP 5-2A) 30 September 1997
FM 10-286	Identification of Deceased Personnel 30 June 1976
FM 27-10	The Law Of Land Warfare 18 July 1956
FM 3-25.26	Map Reading and Land Navigation 20 July 2001
FM 3-4	NBC Protection (FMFM 11-9) 29 May 1992
FM 3-5	NBC Decontamination MCWP 3-37.3 28 July 2000
FM 55-1	Transportation Operations 3 October 1995
FM 55-10	Movement Control 9 February 1999
FM 55-15	Transportation Reference Data 27 October 1997
FM 55-17	Cargo Specialists' Handbook 16 February 1999
FM 55-3	FM 55-3 27 June 1997

FM 55-60	Army Terminal Operations 15 April 1996
FM 55-65	Strategic Deployment 3 October 1995
FM 55-80	Army Container Operations 13 August 1997
FM 55-9	Unit Air Movement Planning 5 April 1993

Joint Publications

FM 10-64	Mortuary Affairs Operations 16 February 1999
JOINT PUB 4-06	Joint Tactics, Techniques, And Procedures For Mortuary Affairs In Joint Operations 28 August 1996
JP 4-06	Joint Tactics, Techniques, And Procedures For Mortuary Affairs In Joint Operations 28 August 1996
JTPP 4-06	Joint Tactics, Techniques, & Procedures for Mortuary Affairs in Joint Operations 22 February 1996
JTTP 4-06	Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations 28 August 1996

Other Product Types

CTA 50-900	Clothing and Individual Equipment 1 September 1994
DOD 4500.32-R	Vol I Military Standard Transportation and Movement Procedures, 15 March 1987.
DOD REG 4500.32-R	Military Standard Transportation and Movement Procedures
EM 0114	NAVSTAR Global Positioning System (GPS) (T9AX) (Current as of 1 Feb 98) (This product includes the following items) TB 11-5825-275-25(940501) TB 11-5825-291-13-1(960601) TB 11-5826-314-10(960601) TM 11-4920-297-12(900301) TM 11-4920-297-12P 1 January 2001
STANAG 2070	Emergency War Burial Agreement
VIP 760-101-0201-B	General-Purpose Tents

Technical Manuals

TM 11-5825-291-13	Operations and Maintenance Manuals for Satellite Signals Navigation Sets AN/PSN-11 (NSN 5825-01-374-6643) and AN/PSN-11(V)1 (5825-01-395-3513) (TO 31R4-2PSN11-1; EE174-AA-OMI-010/PSN-11; PCN 60000282000) 1 April 2001
TM 743-200-1	Storage and Materials Handling 15 January 1958

Training Aids

USAEHA TG 195	Guidelines for Protecting Mortuary Affairs Personnel from Potentially Infectious Materials 31 March 1993
USAF 463L	PALLETS

Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

Army Regulations

AR 200-1	Environmental Protection and Enhancement 21 February 1997
AR 385-10	The Army Safety Program 23 May 1988

AR 638-2 Care and Disposition of Remains and Disposition of Personal Effects 22
December 2000

Department of Defense Publications

DOD 4500.32-R VOL 1 Military Standard Transportation and Movement Procedures (Reprinted
W/Basic Incl C1-5) 15 March 1987

DOD 4500.32-R, VOL 2 Military Standard Transportation and Movement Procedures
(MILSTAMP): Transportation Account Codes (TACS) (Reprinted W/Basic
Incl C1-2) 15 February 1987

Field Manuals

FM 10-286 Identification of Deceased Personnel 30 June 1976

FM 27-10 The Law Of Land Warfare 18 July 1956

FM 3-0 Operations 14 June 2001

FM 3-100 Chemical Operations Principles and Fundamentals (MCWP 3-3.7.1) 8
May 1996

FM 3-25.26 Map Reading and Land Navigation 20 July 2001

FM 3-3 Chemical and Biological Contamination Avoidance (FMFM 11-17) 16
November 1992

FM 3-4 NBC Protection (FMFM 11-9) 29 May 1992

FM 3-5 NBC Decontamination MCWP 3-37.3 28 July 2000

FM 3-7 NBC Handbook 29 September 1994

FM 3-9 Potential Military Chemical/Biological Agents and Compounds NAVFAC
P-467; AFR 355-7 12 December 1990

FM 55-1 Transportation Operations 3 October 1995

FM 55-10 Movement Control 9 February 1999

FM 55-15 Transportation Reference Data 27 October 1997

FM 55-17 Cargo Specialists' Handbook 16 February 1999

FM 55-20 Army Rail Transport Units and Operations 1 June 2000

FM 55-204 Air Transport Procedures Transport of M454 Atomic Projectile by US
Army Aircraft Transport of M454 Atomic Projectile Complete Mission
Loads by US Army CH-47 Helicopter 4 November 1990

FM 55-21 Railway Operating and Safety Rules 17 July 1989

FM 55-3 FM 55-3 27 June 1997

FM 55-30 Army Motor Transport Units and Operations 27 June 1997

FM 55-450-2 Army Helicopter Internal Load Operations 5 June 1992

FM 55-60 Army Terminal Operations 15 April 1996

FM 55-65 Strategic Deployment 3 October 1995

FM 55-80 Army Container Operations 13 August 1997

FM 55-9 Unit Air Movement Planning 5 April 1993

Joint Publications

FM 10-64 Mortuary Affairs Operations 16 February 1999

JTTP 4-06 Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint
Operations 28 August 1996

Other Product Types

AMC-R 700-107 Preparation of Standing Operating Procedures

DOD 4500.32-R Vol I Military Standard Transportation and Movement Procedures, 15
March 1987.

STP 10-92M15-SM/TG

MIL-STD 129

MIL-STD 129

Technical Manuals

TM 11-5825-291-13

Operations and Maintenance Manuals for Satellite Signals Navigation Sets AN/PSN-11 (NSN 5825-01-374-6643) and AN/PSN-11(V)1 (5825-01-395-3513) (TO 31R4-2PSN11-1; EE174-AA-OMI-010/PSN-11; PCN 60000282000) 1 April 2001

Training Aids

USAEHA TG 195

Guidelines for Protecting Mortuary Affairs Personnel from Potentially Infectious Materials 31 March 1993

USAF 463L

PALLETS

Training Support Packages

92M11C04


Set up, Strike, and Store a GP Medium and TEMPER Tent; Set up, operate, and dismantle the M1941 Space Heater 1 October 1999

STP 10-92M15-SM-TG
10 MARCH 2003

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:


JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army
0307113

DISTRIBUTION:

Active Army, Army National Guard, and US Army Reserve: To be distributed in accordance with the initial distribution number 112516, requirements for STP 10-92M15-SM-TG.

PIN: 080686-000