



U. S. Navy

Personnel Casualty Report (PCR) Online

Using the

Defense Casualty Information Processing System (DCIPS)

USER GUIDE

Version date: June 15, 2015

Destroy all previous versions

For assistance or suggestions pertaining to this guide,
send Email to

MILL_NavyDCIPS@navy.mil

**** DO NOT SEND PCR TO THIS EMAIL ADDRESS ****

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References:

[DOD Instruction 1300.18](#)

[NAVADMIN 090/15](#)

IMPORTANT NOTES:

DCIPS as a system is fully certified by the Department of Defense for the transmission, storage and secure dissemination of Privacy Sensitive personnel data. DCIPS Web-based PCR, as a subsystem of DCIPS, is equally certified for the receipt, transmission, storage and dissemination of Privacy Sensitive personnel data.

If at any point an error comes up during any part of the reporting process (logging in, working on the PCR, adding File Attachments, submitting reports, etc.) it will be VERY helpful if you take a screen shot of the error and send it attached to an Email to MILL_NavyDCIPS@navy.mil. In the Email, please explain briefly what you were doing when the error occurred.

DOD mandates that web applications time-out after a period of inactivity. To prevent this occurrence, ensure you are prepared and ready to complete and submit the PCR prior to logging into DCIPS web-based PCR.

WHEN TO SUBMIT A PERSONNEL CASUALTY REPORT (PCR)

In accordance with the provisions of DoD Instruction 1300.18 and MILPERSMAN 1770-030, a PCR must be submitted to Navy Casualty within four (4) hours for the following circumstances:

- Any Sailor who becomes unaccounted for (Duty Status Whereabouts Unknown (DUSTWUN))
- Any Sailor who dies on Active Duty
- Any Sailor who dies while a member of the Navy Reserve (regardless of duty status)
- Any Sailor who is declared Very Seriously Ill/Injured (VSI) by competent medical authority
- Any Sailor who is declared Seriously Ill/Injured (SI) by competent medical authority
- Any Sailor who is declared Not Seriously Ill/Injured (NSI) in an operational area (combat zone)
- Any dependent who dies, regardless of whether Sponsor is Active or Reserve.

NOTE: An Initial (INIT) Personnel Casualty Report (PCR) will always be the first official notification of an incident to Navy Casualty. Subsequent updates fall under the categories of Supplemental (SUPP), Status Change (STACH), or Progress (PROG), which are discussed later in this document. **Duplicate submissions of Initial PCR may result in PCR validation and notification delays.**

LOGGING INTO DCIPS-CR /PCR

In accordance with NAVADMIN 090/15, whenever possible, PCR will be submitted electronically using the Web-based PCR application found on the DCIPS portal. **THIS WEB-BASED SYSTEM WAS BUILT TO ACCOMMODATE ALL CAC-HOLDERS AT ALL NAVY ORGANIZATIONS WITHOUT THE NEED FOR PRIOR APPROVAL.** To access the web-based PCR, CAC-holder must navigate to one of the following URL:

<https://dcsa.hrc.army.mil/pcr>
<https://dcsc.hrc.army.mil/pcr>

<https://dcsb.hrc.army.mil/pcr>
<https://dcsd.hrc.army.mil/pcr>

When the system requests it, select a valid certificate from your CAC and if asked, enter your PIN.

All users must read and concur with the DOD NOTICE AND CONSENT statement by clicking



For future reference, recommend users annotate the phone number and Email address for Navy Casualty.

Click to move to the next screen.



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COMPLETING REGISTRATION ON THE DCIPS PORTAL

Complete all data elements on the Registration page. Completing this screen enables access to DCIPS-CR for the purpose of casualty reporting.

DCIPS - CAC Card Login FOR OFFICIAL USE ONLY INFORMATION

PCR Registration

INFORMATION FROM YOUR COMMON ACCESS CARD HAS BEEN RECORDED!

Common Name:
Organizational Unit:
Issuer:
Valid From:
Valid To:
Public Key:
Email:

Enter your Contact Information:

Department/Service/Agency: United States Navy
Rank/Grade: CPO - Chief Petty Officer - 807
Last:
First:
Middle:
Commercial phone number:
Email: @navy.mil
Verify Email: @navy.mil
Unit: USS NEVERSUM (DDH-90)
Unit OIC: H00000
Unit Location (Address, City, State, Country):
Location: Naval Station Norfolk
City: Norfolk
State or Province: Virginia
Country: United States

Enter your Command's Contact Information:

Rank: CAPT - Captain - 008
Last:
First:
MI:
Phone:
Email: @navy.mil
Verify Email: @navy.mil
Unit Name: USS NEVERSUM (DDH-90)
Unit OIC: H00000
Unit Location (Address, City, State, Country):
Location: Naval Station Norfolk
City: Norfolk
State: Virginia
Country: United States

Reports will be submitted to: BUPERS Navy Casualty
Verify submit report to: BUPERS Navy Casualty

Next Exit

Information from your CAC should be reflected at the top of this page.

Some data elements will be completed for you (based on CAC data). Each user must complete the remainder to move to the next screen.

Enter only military Email address – commercial addresses are not permitted. “Verify Email” must be the same as Email address above (User is allowed to copy and paste from one to the next).

Enter only military Email address – commercial addresses are not permitted. “Verify Email” must be the same as Email address above (User is allowed to copy and paste from one to the next).

Ensure **BUPERS Navy Casualty** is selected in **both** of these dropdown boxes.

NOTE: If a required data element is missed and the **Next** button is clicked, a red text line will come up indicating **“This entry is required”**. Complete the missing entry before clicking **Next**.

Click **Next** to go to the next screen after all elements are complete.

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CREATE A NEW PCR by clicking [New Casualty](#)



Complete PCR by entering appropriate data elements in the order they are presented (from the top down). Many of the data element drop down lists are dependent on completion of the previous data element. **See Pages 6 & 7 for data element details.** The **BLACK BOLD** outlined data elements are mandatory data elements for most PCR.

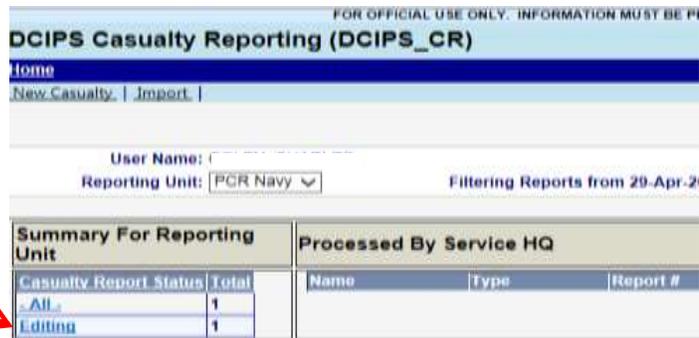
IMPORTANT NOTE: When entering data into text fields, always use upper and lower case (use **Smith** - not **SMITH**).

[See Appendix A, Table 1 for WPCR Mandatory / Optional Data Elements with Description.](#)

[See Appendix A, Table 2 for Casualty Type, Status and Category sequence chart.](#)

SAVING A DRAFT PCR (for later completion). In the event the author of a PCR does not have all the details necessary to complete a PCR once it is started, the author should **complete all mandatory** fields for the Casualty page – even if it is placeholder information – then click **Add** in the lower left hand corner of the report. This will save the report. **Unfortunately, because the system is CAC driven, only the author who starts the report can complete and submit the PCR.**

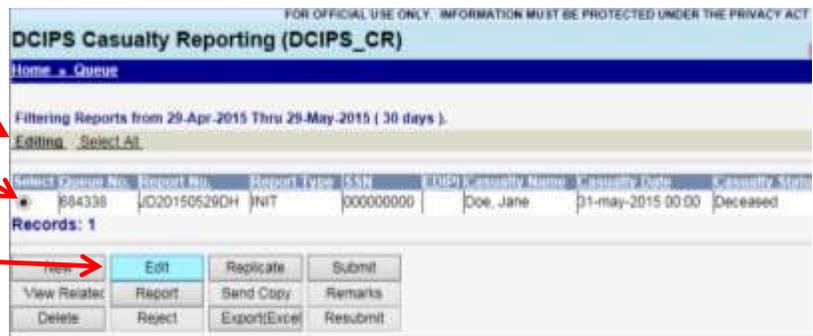
To resume editing a saved PCR, log back into DCIPS PCR web application and select **“Editing”** under the **“Summary For Reporting Unit”**



The Editing Queue will open.

Select PCR to edit by clicking the radio button to the left of the PCR.

Continue editing the PCR by clicking the **Edit** button.



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DCIPS-CR CASUALTY TAB

PCR must be completed starting at the top. Many data element drop down lists are dependent on completion of the previous data element. Remember to enter text fields in **upper and lower case** (Smith not SMITH). Also, review [Appendix A for Table 1 \(WPCR Mandatory / Optional Data Elements with Description\)](#) & [Table 2 \(Casualty Type, Status and Category sequence chart\)](#).

	<p>Field report type: Initial (INIT) / Progress (PROG) / Supplemental (SUPP) / Status Change (STACH)</p>
	<p>Field Report Number: Locally created number that identifies the specific report. Recommend units use casualty's initials followed by date and author initials. (JD20150601DH)</p>
	<p>For Casualty Type, Casualty Status and Casualty Category please refer to Table 2 in Appendix A. NOTE: User must select the Casualty Type and allow the web page to refresh before selecting Casualty Status from the dropdown. Select the Casualty Category from the dropdown after selecting Casualty Status.</p>
	<p>Insert FULL SSN (no dashes). If no SSN (newborns), enter 00000000. If family member, use family member SSN</p>
	<p>Enter 10-digit EDIPI (if known) followed by full Last, First, Middle names and Suffix (when applicable). Again, use mixed case (Upper and Lower case (Smith not SMITH)).</p>
	<p>Select Personnel Type first and let the web page refresh. Select Personnel Affiliation and again let the web page refresh. Finally, select Personnel Category. Note that since there is no draft, all members are considered Obligated / Voluntary).</p>
	<p>If casualty was supporting another service (USMC, Army or Air Force), indicate that fact here.</p>
	<p>Enter either the date and time as dd-mon-yy hhmm or click the calendar icon to select the date and then manually enter the time (using 24 hour clock) if known. Time is not mandatory.</p>
	<p>For Circumstances, it is critical to be as complete and accurate as possible, telling the whole story as to what happened as it is known at this moment. DO NOT include PII in this data element. There are over 1000 characters in this field so tell us as much as possible.</p>
	<p>Inflicting Force is only used for HOSTILE Casualty Type.</p>
	<p>For Remarks, report what is known pertaining to NOK and location of remains (if deceased); for example: PNOK is wife who lives in FL, SNOK are parents living in WA. Member's remains are located at the County Coroner's Office. FOR FSGLI PCR, WE MUST HAVE FULL SSN OF SPONSOR IN REMARKS IN ORDER TO INITIATE CLAIM.</p>

At the bottom of the report screen, your options are: Click **Add** to save the data but stay on the same page. Click **Add and Exit** to save the report and leave DCIPS without completing the PCR. Click **Reset** to clear all data elements and start over. Click **Next** to save current data and move to the **Incident** tab.

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DCIPS-CR INCIDENT TAB

On the **Incident** page, complete all mandatory elements and whatever else is appropriate.

	<p>If the incident is related to or occurred inside of a designated AOR that is declared part of an operation, select the appropriate War Conflict, let the page refresh and then select the appropriate Ops Incident.</p>
	<p>For Event, select the most appropriate entry describing this casualty event.</p>
	<p>Incident City, State & Country are mandatory data elements for all PCR. If incident occurred over / in a body of water (no city, state or country), click the “Over Water” box and then select the body of water in the Incident Country data element. Reporting unit can also include latitude / longitude or a location to provide further clarity.</p>
	<p>If the incident occurred while member was on or in a vehicle, use these data elements to identify the vehicle involved. PLEASE NOTE: POV are coded under Private and Public Commercial Conveances</p>
	<p>Enter Duty Status of member. This is a mandatory data element for all PCR involving military personnel (Active and Reserve) – DO NOT COMPLETE ON FAMILY MEMBER PCR.</p>
	<p>For PCR pertaining to VSI, SI or NSI member, enter the member’s diagnosis in layman’s terms or use ICD codes.</p>
	<p>For PCR pertaining to death cases, use these data elements to document Cause of Death, Date/Time of Death, City, State Country where death occurred, whether body was recovered and whether the member died in a medical facility or not. Date of Death is a mandatory field for deceased PCR. If other information is not known, DO NOT delay the report pending receipt of more information.</p>
<p><input type="checkbox"/> Mark As Ready</p> <p>Update Update and Exit Previous Next</p>	

At the bottom of the report screen, your options are: Click **Update** to save the data but stay on the same page. Click **Update and Exit** to save data and leave DCIPS without completing the PCR. Click **Previous** to save current data and move to the previous screen. Click **Next** to save current data and move to the next screen.

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DCIPS-CR PERSONNEL TAB

On the **Personnel** page, there are currently no mandatory data elements. Any data element where the information is officially known can be completed by reporting agency. Otherwise, continue to next page.

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DCIPS Casualty Reporting (DCIPS_CR)

Home » Casualty Report » Personnel

SSN: 000000000 Name: Doe, Jane Queue Number: 684338

Casualty | Incident | Personnel | File Attachments |

DD Form 93 Date: (dd-mn-yyyy)

DD Form 93 Review Dt: (dd-mn-yyyy)

SGLI Dt: (dd-mn-yyyy)

Birth Date: (dd-mn-yyyy)

Birth City:

Birth State:

Birth Country:

Citizenship:

Sex:

Race:

Ethnicity:

Religious Preference:

DMOS/AFSC:

PMOS:

PEBD: (dd-mn-yyyy)

BASDIABD: (dd-mn-yyyy)

HOR City:

HOR State:

HOR Country:

Civilian Type:

Civilian Pay Table:

Civilian Pay Grade:

Civilian Contract Agency:

Civilian Organization:

Mark As Ready

Update Update and Exit Previous Next

At the bottom of the report screen, your options are: Click **Update** to save the data but stay on the same page. Click **Update and Exit** to save data and leave DCIPS without completing the PCR. Click **Previous** to save current data and move to the previous screen. Click **Next** to save current data and move to the next screen.

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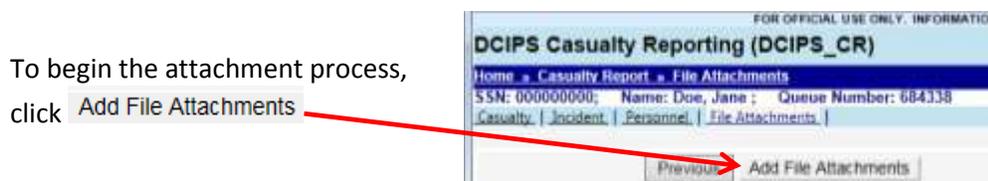
DCIPS-CR FILE ATTACHMENTS TAB

The File Attachments page is an extremely valuable tool to all involved in the casualty process. It is through the File Attachments function that users have the ability to attach documents to the PCR to ensure safe and secure transmission to Navy Casualty.

Documents to be attached to PCR via File Attachment function should be scanned and stored on the user's local PC prior to attempting to execute File Attachment process. Do not attempt to upload documents from network locations or Shared Drives. The file type for File Attachments is pdf.

Per NAVADMIN 090/15, all PCR should be submitted with the most recent Page 2 / DD Form 93 and SGLI Elections Form.

Units **SHOULD NOT** delay the PCR if these forms are not immediately available, but they **must** be submitted as soon as possible to support identification and notification of next-of-kin.



Enter Attachment Name. Something like "Page 2", "SGLI", "Death Certificate" will be sufficient.

Click the dropdown and select "Casualty"

Click the Attachment Type dropdown and select the appropriate identification of the attached document (**DD Form 93 is our Page 2**).

Leave Reference/Incident and Incident Date Blank

Click **Browse...** to open the file locations on your computer, locate the document on your PC that you're trying to attach. Double click file to include it.

Click the **Submit** button to add the File Attachment. **NOTE:** Add as many documents to File Attachments as necessary. They will become a permanent part of the DCIPS case file. To add a second (or third) document, click **Add File Attachments** and follow the steps outlined above.

Below is a view of what the File Attachment screen will show after attachments have been entered.

After attaching all pertinent documents, click on the "**Casualty**" tab to prepare to submit report

Attachment Name	Attachment Group	Attachment Type	File Name	Reference/Incident	RM/Incident Date	Date Entered
Edit Delete	99A	Casualty	ServiceMember_Veteran Group Life Insurance			24/Jan/2015
Edit Delete	Page 2	Casualty	DD Form 93			24/Jan/2015

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SUBMITTING COMPLETED PCR

Now that the PCR is complete and File Attachments have been added, the PCR is ready to submit to Navy Casualty. Navigate to either the [Casualty](#) or [Incident](#) tab and locate the **Mark As Ready** checkbox. Place a checkmark in the box (by clicking on the box) and then click **Update and Exit**

If all the data in the report is complete, locate the **Mark As Ready** checkbox, place a checkmark in the box (by clicking on the box)

Then click on **Update and Exit**



Remarks:

Mark As Ready

Update Update and Exit Next

Last Modified By: Last Modified Date: 10-Aug-2014 09:31 EST

Clicking **Update and Exit** will cause DCIPS to navigate to the **Ready** Queue. This queue will only reflect reports that are ready to be submitted for this user. User should select the PCR to be submitted by clicking the small round radio button in the left column. **It is important that the "Queue Status" shows as "Ready"**.



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DCIPS Casualty Reporting (DCIPS_CR) [PCR Navy] | DCIPS_PROD DB

Home » Queue Queue Help Logoff

Reports from 10-May-2015 Thru 09-Jun-2015 (30 days). Show Filter

Ready Deleted Select All

Select	Queue No.	Report No.	Report Type	SSN	FOIR/Casualty Name	Casualty Date	Casualty Status	Queue Status	Queue Status	Service Mgmt Cas
<input checked="" type="radio"/>	885621	JD20150529DH1	SUPP	000000000	Doe, Jane	29-may-2015 09:15	Deceased	09-jun-2015 10:33	Ready	

Records: 1

New Edit Replicate Submit

View Related Report Send Copy Remarks

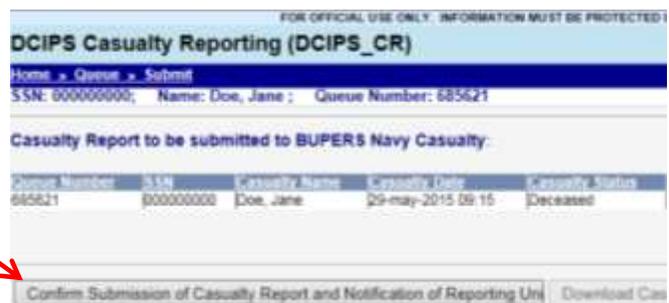
Delete Reject Export/Excel Resubmit

Click Submit Button

DCIPS will now ask to ensure user wishes to complete the submission.

User must click the

Confirm Submission of Casualty Report and Notification of Reporting Units button to complete the submission.



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DCIPS Casualty Reporting (DCIPS_CR)

Home » Queue » Submit

SSN: 000000000; Name: Doe, Jane; Queue Number: 885621

Casualty Report to be submitted to BUPERS Navy Casualty:

Queue Number	SSN	Casualty Name	Casualty Date	Casualty Status
885621	000000000	Doe, Jane	29-may-2015 09:15	Deceased

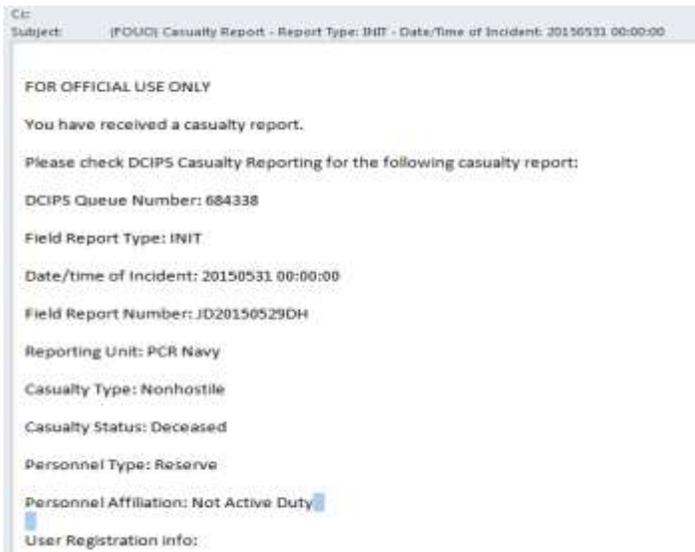
Confirm Submission of Casualty Report and Notification of Reporting Units Download Cas

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DCIPS EMAIL NOTIFICATIONS

Once the PCR has been submitted, all addressees that are preprogrammed to receive DCIPS notifications will receive an Email similar to what is shown here.

This Email will prompt Navy Casualty (Casualty Watch during non-duty hours) to check DCIPS and take appropriate action to review and validate the report before submitting it to the CACO Regions and other functional offices for further action.



Cc: [REDACTED]
Subject: [FOUO] Casualty Report - Report Type: INIT - Date/Time of Incident: 20150531 00:00:00

FOR OFFICIAL USE ONLY

You have received a casualty report.

Please check DCIPS Casualty Reporting for the following casualty report:

DCIPS Queue Number: 684338

Field Report Type: INIT

Date/time of Incident: 20150531 00:00:00

Field Report Number: JD20150529DH

Reporting Unit: PCR Navy

Casualty Type: Nonhostile

Casualty Status: Deceased

Personnel Type: Reserve

Personnel Affiliation: Not Active Duty

User Registration Info: [REDACTED]

This is the conclusion of Initial (INIT) PCR reporting process.

WHAT ARE SUPP, STACH and PROG PCR?

Supplemental (SUPP) PCR is used to provide amplifying information to an existing PCR. Any information not available at the time of Initial PCR submission, corrections to information, or inclusion of documents that were unavailable are all circumstances in which a Supplemental (SUPP) PCR may be submitted.

Status Change (STACH) PCR is used specifically to address a change in casualty status. For example, if a member was VSI and subsequently dies, a STACH PCR would be generated reflecting new status.

Progress (PROG) PCR is reserved for use by military medical facilities who are required to submit periodic reports concerning the medical status of a member.

The next section will discuss creation and submission of Supplemental (SUPP), Progress (PROG) or Status Change (STACH) Reports.

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CREATING SUPPLEMENTAL / PROGRESS / STATUS CHANGE REPORTS BY ORIGINAL AUTHOR

Any PCR user can submit a SUPP, STACH or PROG PCR on reports they authored. Log into DCIPS-CR/PCR. Click [Submitted](#) under **Summary For Reporting Unit**. That will open the [Submitted](#) queue and show all PCR that this user submitted within the past 30-day filter period. If the report was before the filter period (greater than 30 days prior), open the filter by clicking [Show Filter](#) and entering necessary date range to expand the filter period.

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DCIPS Casualty Reporting (DCIPS_CR) | PCR Navy | DCIPS_PROD DB

Home Queue Help Logoff

New Casualty Import

User Name: Reporting Unit: PCR Navy Filtering Reports from 11-May-2015 Thru 10-Jun-2015 (30 days). [Show Filter](#)

Summary For Reporting Unit		Processed By Service HQ			Rejected			
Casualty Report Status	Total	Name	Type	Report #	Name	Queue	Reason	Report #
- All -	2							
New	1							
Submitted	1							

Once the [Submitted](#) Queue is open, identify the PCR for which a SUPP or STACH is required by clicking the radio button next to the appropriate PCR.

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DCIPS Casualty Reporting (DCIPS_CR) | PCR Navy | DCIPS_PROD DB

Home Queue Queue Help Logoff

Filtering Reports from 11-May-2015 Thru 10-Jun-2015 (30 days). [Show Filter](#)

[Submitted](#) [New](#) [Select All](#)

Select	Queue No.	Report No.	Report Type	SSN	EDIP	Casualty Name	Casualty Date	Casualty Status	Queue Status Date	Queue Status	Service Multi Cas.
<input checked="" type="radio"/>	884338	JD20150529DH	INIT	000000000		Doe, Jane	31-may-2015 00:00	Deceased	04-jun-2015 15:50	Submitted	N

Records: 1

New Edit Replicate Submit

View Related Report Send Copy Remarks

Delete Reject Export/Excel Resubmit

After selecting the report for which a SUPP/STACH/PROG is required, click [Replicate](#)

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DCIPS Casualty Reporting (DCIPS_CR) | PCR Navy | DCIPS_PROD DB

Home Queue Queue Help Logoff

Filtering Reports from 11-May-2015 Thru 10-Jun-2015 (30 days). [Show Filter](#)

[Submitted](#) [New](#) [Select All](#)

Select	Queue No.	Report No.	Report Type	SSN	EDIP	Casualty Name	Casualty Date	Casualty Status	Queue Status Date	Queue Status	Service Multi Cas.
<input checked="" type="radio"/>	884338	JD20150529DH	INIT	000000000		Doe, Jane	31-may-2015 00:00	Deceased	04-jun-2015 15:50	Submitted	N

Records: 1

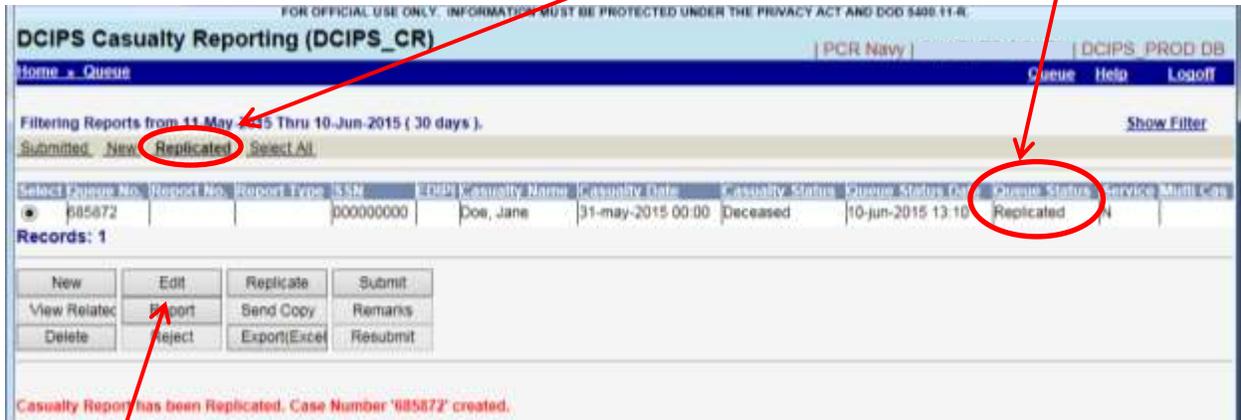
New Edit Replicate Submit

View Related Report Send Copy Remarks

Delete Reject Export/Excel Resubmit

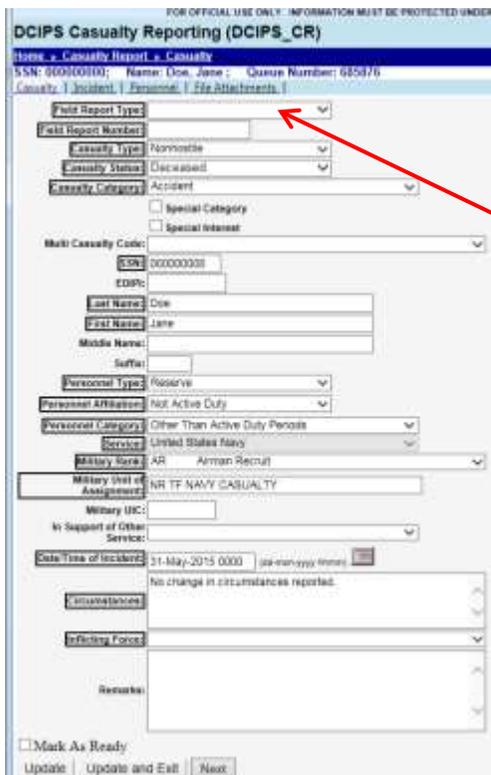
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After clicking **Replicate**, DCIPS will generate a notification advising that the selected PCR has been replicated. Also note that DCIPS has now navigated to the **Replicated** Queue. The Queue Status also reflects the report has been replicated.



Click **Edit** to open the PCR in edit mode.

NOTE: It is possible that an Associate to DCIPS-CM window will open. If that happens, you can associate this report to an existing report by locating it on the list of matching Case Management (DCIPS-CM) cases and clicking **Associate**.



When replicating / editing the original PCR, note that the data form is partially complete with data retrieved from the INIT (Initial) PCR.

Open the Field Report Type dropdown, note that only SUPP, PROG & STACH types are available. This is because the Initial (INIT) PCR has already been submitted. To begin entering data, select the appropriate Field Report Type and tab to Field Report Number.

As discussed on Page 6, the Field Report Number is a locally created number that identifies the specific report. Navy Casualty recommends using the same Field Report Number used on the Initial (INIT) report while **adding an alpha or numeric character to indicate it's a report that followed the Initial Report.**

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If there are no changes in **Circumstances** reported on previous PCR, indicate such by stating “No change in circumstances previously reported.”

In the **Remarks** box for all SUPP / PROG and STACH reports, units should enter reason for the updated report. For example, “Supplemental Report submitted to correct Date/Time of Incident to 29 May 2015 at 0915.” Or Supplemental Report submitted to add SGLI which was previously unavailable.” **FOR FSGLI PCR, WE MUST HAVE FULL SSN OF SPONSOR IN REMARKS BOX IN ORDER TO INITIATE FSGLI CLAIM.**

After making all necessary updates to the **Casualty** tab, click to save entered data and navigate to **Incident** tab. On the **Incident** tab Incident City, State and Country as well as Duty Status **MUST** be completed in the same manner as on Initial PCR. **The exception to this rule is that there is no Duty Status required for PCR involving Family Members (they have no duty status).**

Supplemental PCR are a good mechanism for providing additional documentation, including Page 2 and SGLI not previously available. To add items to File Attachments navigate to **File Attachments** tab and **[follow the procedure outlined on page 8 of this guide.](#)**

If all necessary changes / updates are complete, click **Mark As Ready** and

Follow report submission guide on page 10. **[Click here to navigate back to Page 10.](#)**

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SUPPLEMENTAL / PROGRESS / STATUS CHANGE REPORTS BY OTHER THAN ORIGINAL AUTHOR

It is possible that a follow-up report (STACH / SUPP / PROG) is required but that the original author is not available to complete the report. Another person can create the STACH / SUPP / PROG PCR. It would be extremely helpful if a copy of the original (Initial Report) was available. The author of the STACH / SUPP / PROG PCR will need the Initial PCR to complete many of the elements.

Log into DCIPS-CR/PCR and click [All](#) under **Summary For Reporting Unit**. Notice the report to be supplemented is not listed. To start a SUPP / PROG / STACH PCR that another user submitted originally, click [New Casualty](#)



Complete all of the mandatory data elements (and any that are applicable). Refer to **Pages 6** for details on completing the elements on the [Casualty](#) tab.

Field Report Type: Must be one of the following:
SUPP – Supplemental Reports are used to add, update or change report data and to upload additional File Attachments.
STACH – Status Change Reports are used to change a casualty status (for example: from VSI to Deceased or SI to NSI)
PROG – Progress Reports are used by Medical Treatment Facilities to update patient status.

Field Report Number – As discussed on Page 6, this locally created number identifies the specific report. Use the same Field Report Number used on the Initial (INIT) report while adding an alpha or numeric character to indicate it's a SUPP / STACH report that followed the Initial Report.

If there are no changes in Circumstances previously reported, indicate such by stating something like **“No change in circumstances previously reported.”**

In remarks box for all SUPP / PROG / STACH reports, enter reason for the SUPP/STACH/PROG report. For example, **“Supplemental Report submitted to correct Date/Time of Incident to 29 May 2015 at 0915.”** Or **Supplemental Report submitted to add SGLI which was previously unavailable.”**

Click [Next](#) to save entered data and navigate to [Incident](#) tab.

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On the [Incident](#) tab, the **Incident City**, **State**, **Country** and **Duty Status** **MUST** be completed. Again, the exception to the Duty Status data element rule is that there is no Duty Status for Family Members.

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DCIPS Casualty Reporting (DCIPS_CR)

Home - Casualty Report - Incident

SSN: 00000000 Name: Doe, Jane Queue Number: 655621

Casualty | Incident | Personnel | File Attachments

War Conflict: [Dropdown]

Ops Incident: [Dropdown]

Event: [Dropdown]

Incident City: Tribuktoo

Incident State: [Dropdown]

Incident Country: The Gambia [Dropdown] Over Water

Grid: [Text]

LAT/LONG: [Text]

Location: [Text]

Vehicle Group: [Dropdown]

Vehicle: [Dropdown]

Armor level: [Dropdown]

Vehicle Owner: [Dropdown]

Position in Vehicle: [Dropdown]

Investigation Required: [Dropdown]

TRNG/Duty Related: [Dropdown]

Duty Status: Off Duty [Dropdown]

From Dt: [Date Picker]

To Dt: [Date Picker]

Diagnosis: [Text]

Cause of Death: [Text]

Date/Time of Death: [Date/Time Picker]

Place of Death City: [Text]

Place of Death State: [Dropdown]

Place of Death Country: [Dropdown] Over Water

Body Recovered: [Dropdown]

Died in/Out Medical Facility: [Dropdown]

Continuously Hospitalized: [Dropdown]

Mark As Ready

Update Update and Exit Previous Next

Any other data elements reflected on this page can be completed if the information is known.

SEE PAGE 7 of this Guide for specific details pertaining to this page.

After all required and optional data elements have been completed, click

[Next](#) to navigate to [Personnel](#) tab.

There are currently no mandatory data elements on the [Personnel](#) tab.

Click [Next](#) to navigate to the [File Attachment](#) tab. If files need to be uploaded, **follow the procedure outlined on page 9 of this guide.**

Click [Mark As Ready](#) and [Update and Exit](#) after all necessary changes / updates are complete.

Follow report submission guide on page 10. [Click here to navigate back to Page 10.](#)

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SAMPLE PCR

The first page of all PCR (the [Casualty](#) tab) is the most important page to get correct. The following pages are samples of PCR that may be required.

SAMPLE PCR FOR ACTIVE DUTY MEMBER INVOLVED IN NON-HOSTILE – SI – ACCIDENT

FOR OFFICIAL USE ONLY. INFORMATION

DCIPS Casualty Reporting (DCIPS_CR)

[Home](#) » [Casualty Report](#) » [Casualty](#)

[Casualty](#) | [Incident](#) | [Personnel](#) | [File Attachments](#) |

Field Report Type:	INIT
Field Report Number:	DJ20160610DH
Casualty Type:	Nonhostile
Casualty Status:	SI ill/injury
Casualty Category:	Accident
<input type="checkbox"/> Special Category	
<input type="checkbox"/> Special Interest	
Multi Casualty Code:	
SSN:	999999999
EDIPI:	
Last Name:	John
First Name:	Doe
Middle Name:	Backwards
Suffix:	Jr
Personnel Type:	Regular
Personnel Affiliation:	Active Duty
Personnel Category:	Obligated/Voluntary Service
Service:	United States Navy
Military Rank:	AR Airman Recruit
Military Unit of Assignment:	Navy Casualty
Military UIC:	N62980
In Support of Other Service:	
Date/Time of Incident:	10-Jun-2015 0200 (dd-mon-yyyy hhmm)
Circumstances:	This is a sample PCR reflecting an Active duty member who is SI from an accident.
Inflicting Force:	
Remarks:	Enter the PNOK info here if known. Also, enter any information pertaining to members condition.

Mark As Ready

Last Modified By: Last Modified Date:

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SAMPLE PCR FOR ACTIVE DUTY MEMBER INVOLVED IN NON-HOSTILE – VSI – ACCIDENT

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DCIPS Casualty Reporting (DCIPS_CR)

[Home](#) » [Casualty Report](#) » [Casualty](#)

SSN: 000000000; Name: Doe, Jane ; Queue Number: 684338

[Casualty](#) | [Incident](#) | [Personnel](#) | [File Attachments](#) |

Field Report Type:	INIT
Field Report Number:	JD20150529DH
Casualty Type:	Nonhostile
Casualty Status:	VSI ill/injury
Casualty Category:	Accident
	<input type="checkbox"/> Special Category
	<input type="checkbox"/> Special Interest
Multi Casualty Code:	
SSN:	000000000
EDIPI:	
Last Name:	Doe
First Name:	Jane
Middle Name:	
Suffix:	
Personnel Type:	Regular
Personnel Affiliation:	Active Duty
Personnel Category:	Obligated/Voluntary Service
Service:	United States Navy
Military Rank:	AR Airman Recruit
Military Unit of Assignment:	NR TF NAVY CASUALTY
Military UIC:	
In Support of Other Service:	
Date/Time of Incident:	31-May-2015 0000 (dd-mon-yyyy hhmm)
Circumstances:	Describe the incident but DO NOT include PII or HIPAA information in this block.
Inflicting Force:	
Remarks:	THIS IS A SAMPLE PCR FOR AN ACTIVE DUTY - REGULAR NAVY MEMBER WHO WAS INJURED (VSI) IN AN ACCIDENT. IN THIS BLOCK, PLEASE INCLUDE NAME OF PNOK / SNOK AS WELL AS THEIR LOCATION. ALSO INCLUDE LOCATION OF MEMBERS REMAINS.

Mark As Ready

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SAMPLE PCR FOR ACTIVE DUTY MEMBER INVOLVED IN FATAL SEL-INFLICTED INCIDENT

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DCIPS Casualty Reporting (DCIPS_CR)

[Home](#) » [Casualty Report](#) » [Casualty](#)

SSN: 000000000; Name: Doe, Jane ; Queue Number: 684338

[Casualty](#) | [Incident](#) | [Personnel](#) | [File Attachments](#) |

Field Report Type: INIT

Field Report Number: JD20150529DH

Casualty Type: Nonhostile

Casualty Status: Deceased

Casualty Category: Self-Inflicted

Special Category

Special Interest

Multi Casualty Code:

SSN: 000000000

EDIPI:

Last Name: Doe

First Name: Jane

Middle Name:

Suffix:

Personnel Type: Regular

Personnel Affiliation: Active Duty

Personnel Category: Obligated/Voluntary Service

Service: United States Navy

Military Rank: AR Airman Recruit

Military Unit of Assignment: NR TF NAVY CASUALTY

Military UIC:

In Support of Other Service:

Date/Time of Incident: 31-May-2015 0000 (dd-mon-yyyy hhmm)

Circumstances:
Describe the incident but DO NOT include PII or HIPAA information in this block.

Inflicting Force:

Remarks:
THIS IS A SAMPLE PCR FOR AN ACTIVE DUTY - REGULAR NAVY MEMBER WHO WAS KILLED BY A SELF-INFLICTED MANNER.
IN THIS BLOCK, PLEASE INCLUDE NAME OF PNOK / SNOK AS WELL AS THEIR LOCATION. ALSO INCLUDE LOCATION OF MEMBERS REMAINS.

Mark As Ready

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SAMPLE PCR FOR USNR MEMBER NOT ON ACTIVE DUTY INVOLVED IN FATAL ACCIDENT

FOR OFFICIAL USE ONLY. INFORMATION MUST BE PROTECTED UNDER

DCIPS Casualty Reporting (DCIPS_CR)

Home » Casualty Report » Casualty

SSN: 000000000; Name: Doe, Jane ; Queue Number: 684338

Casualty | Incident | Personnel | File Attachments |

Field Report Type:	INIT
Field Report Number:	JD20150529DH
Casualty Type:	Nonhostile
Casualty Status:	Deceased
Casualty Category:	Accident
	<input type="checkbox"/> Special Category
	<input type="checkbox"/> Special Interest
Multi Casualty Code:	
SSN:	000000000
EDIPI:	
Last Name:	Doe
First Name:	Jane
Middle Name:	
Suffix:	
Personnel Type:	Reserve
Personnel Affiliation:	Not Active Duty
Personnel Category:	Other Than Active Duty Periods
Service:	United States Navy
Military Rank:	AR Airman Recruit
Military Unit of Assignment:	NR TF NAVY CASUALTY
Military UIC:	
In Support of Other Service:	
Date/Time of Incident:	31-May-2015 0000 (dd-mon-yyyy hhmm)
Circumstances:	Describe the incident but DO NOT include PII or HIPAA information in this block.
Inflicting Force:	
Remarks:	THIS IS A SAMPLE PCR FOR A NAVY RESERVE MEMBER - NOT ON ACTIVE DUTY WHO DIED IN AN ACCIDENT. IN THIS BLOCK, PLEASE INCLUDE NAME OF PNOK / SNOK AS WELL AS THEIR LOCATION. ALSO INCLUDE LOCATION OF MEMBERS REMAINS.

Mark As Ready

Update Update and Exit Next

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SAMPLE PCR FOR FAMILY MEMBER OF ACTIVE DUTY MEMBER WHO HAS DIED (FSGLI PCR)

FOR OFFICIAL USE ONLY. INFORMATION MUST BE PROTECTED UNDER THE

DCIPS Casualty Reporting (DCIPS_CR)

[Home](#) » [Casualty Report](#) » [Casualty](#)

SSN: 000000000; Name: Doe, Jane ; Queue Number: 684338

[Casualty](#) | [Incident](#) | [Personnel](#) | [File Attachments](#) |

Field Report Type:	INIT
Field Report Number:	JD20150529DH
Casualty Type:	Nonhostile
Casualty Status:	Deceased
Casualty Category:	Illness
	<input type="checkbox"/> Special Category
	<input type="checkbox"/> Special Interest
Multi Casualty Code:	
SSN:	000000000
EDIPI:	
Last Name:	Doe
First Name:	Jane
Middle Name:	
Suffix:	
Personnel Type:	Civilian
Personnel Affiliation:	Dependent
Personnel Category:	Of Active Duty Member
Service:	United States Navy
Military Rank:	
Military Unit of Assignment:	NR TF NAVY CASUALTY
Military UIC:	
In Support of Other Service:	
Date/Time of Incident:	31-May-2015 0000 (dd-mon-yyyy hhmm) 
Circumstances:	Describe the incident but DO NOT include PII or HIPAA information in this block.
Inflicting Force:	
Remarks:	THIS IS A SAMPLE PCR FOR A FAMILY MEMBER (COVERED BY FSGLI) WHO DIED DUE TO AN ILLNESS. IN THIS BLOCK, PLEASE INCLUDE RANK AND NAME OF SPONSOR AS WELL AS SPONSORS' LOCATION AND LOCATION OF FAMILY MEMBERS REMAINS.

Mark As Ready

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APPENDIX A

**TABLE 1
WPCR MANDATORY / OPTIONAL DATA ELEMENTS WITH DESCRIPTION**

DCIPS-CR CASUALTY TAB			
DATA ELEMENT NAME	DCIPS TAB	MANDATORY / OPTIONAL	DESCRIPTION
Field Report Type	Casualty	MUST COMPLETE	Initial (INIT) / Progress (PROG) / Supplemental (SUPP) / Status Change (STACH)
Field Report Number	Casualty	MUST COMPLETE	Locally generated number
Casualty Type	Casualty	MUST COMPLETE	SEE TABLE 2 - WAIT FOR REFRESH
Casualty Status	Casualty	MUST COMPLETE	SEE TABLE 2 - WAIT FOR REFRESH
Casualty Category	Casualty	MUST COMPLETE	SEE TABLE 2
Multi-Casualty Code	Casualty	IF APPLICABLE	See DCIPS Guide for information on creating Multi-Casualty Code
Soc. Sec. #	Casualty	MUST COMPLETE	SSN (with no dashes) is required for all casualty reports – For FSGLI cases involving children with no SSN, enter 000000000.
EDIPI	Casualty	IF AVAILABLE	EDIPI should be included if it is available (look for 10-digit number on back of CAC)
Last Name	Casualty	MUST COMPLETE	Last Name of Casualty (Upp & lower case)
First Name	Casualty	MUST COMPLETE	First Name of Casualty (Upp & lower case)
Middle Name	Casualty	IF APPLICABLE	Middle Name of Casualty (Upp & lower case)
Suffix	Casualty	IF APPLICABLE	Suffix is applicable
Personnel Type	Casualty	MUST COMPLETE	
Personnel Affiliation	Casualty	MUST COMPLETE	
Personnel Category	Casualty	MUST COMPLETE	Everyone is either Obligated / Voluntary or Recalled/Mobilized (if an activated Reservist)
Service	Casualty	MUST COMPLETE	
Military Rank	Casualty	MUST COMPLETE	Select from dropdown list – Do not enter a military rank for deceased family member (unless they too were in the military)
Military Unit of Assignment	Casualty	MUST COMPLETE	For PCR involving deceased family members, enter sponsor's unit of assignment.
Military UIC	Casualty	MUST COMPLETE	
In Support of other Service	Casualty	IF APPLICABLE	Used only if Sailor was working in support of other service (USA, USMC, USAF)
Date / Time of Incident	Casualty	MUST COMPLETE	Enter date using proper format or select from calendar; manually enter time of incident.
Circumstances	Casualty	MUST COMPLETE	Be as thorough as possible; this is the only information we will have to notify NOK with.
Inflicting Force	Casualty	IF APPLICABLE	Select from dropdown list if hostile
Remarks	Casualty	IF APPLICABLE	Info pertaining to NOK and location of remains (if deceased) FSGLI PCR REQUIRE SPONSORS FULL SSN IN ORDER TO INITIATE CLAIM.

CLICK ADD TO SAVE AND REMAIN ON THIS PAGE OR CLICK NEXT SAVE ENTRIES AND PROCEED TO NEXT PAGE

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DCIPS-CR INCIDENT TAB			
DATA ELEMENT NAME	DCIPS TAB	MANDATORY / OPTIONAL	DESCRIPTION
War Conflict	Incident	IF APPLICABLE	If casualty occurs in a designated AOR, select the conflict from dropdown list
OPS Incident	Incident	IF APPLICABLE	If selecting a conflict in "War Conflict" then also select Operational Incident from this dropdown
Event	Incident	MUST COMPLETE	Select event type from dropdown list
Incident State	Incident	MUST COMPLETE	Enter "incident State" from dropdown list
Incident Country	Incident	MUST COMPLETE	Select "Incident Country" from dropdown list
Over Water	Incident	IF APPLICABLE	Use if incident occurred over a named body of water – then select body of water from the "Incident Country" dropdown.
Grid or LAT/LONG	Incident	As Required	If necessary, identify location of incident using grid or latitude/longitude.
Location	Incident	IF APPLICABLE	Use for other description of where incident occurred
Vehicle group	Incident	IF APPLICABLE & KNOWN	Use if incident involved a vehicle. Note that Public/Private Conveyance is a POV.
Vehicle	Incident	IF APPLICABLE & KNOWN	Select type of vehicle from dropdown list
Armor Level	Incident	IF APPLICABLE & KNOWN	Select armor level of vehicle if appropriate
Vehicle Owner	Incident	IF APPLICABLE & KNOWN	Select vehicle owner from dropdown list
Position in Vehicle	Incident	IF APPLICABLE & KNOWN	Select position in vehicle if known
Duty status	Incident	MUST COMPLETE	Absent Without Leave / Dropped From the Rolls / Hospitalized / Off Duty / On Leave / Pass/Liberty / Present For Duty / Temporary Duty – Not required for PCR involving a family member death.
Diagnosis	Incident	MUST COMPLETE FOR VSI / SI & NSI reports	Complete using laymens terms or ICD codes
Cause of Death	Incident	MUST COMPLETE FOR ALL DECEASED REPORTS	Enter cause of death if known for certain. Do not make presumptions.
Date / Time of Death	Incident	COMPLETE IF KNOWN for deceased reports	Enter date and time of death if known. Do not approximate; if time not known, then enter just date.
Place of Death City	Incident	COMPLETE IF KNOWN for deceased reports	Enter Place of Death City
Place of Death State	Incident	COMPLETE IF KNOWN for deceased reports	Select State of Death from dropdown list
Place of Death Country	Incident	COMPLETE IF KNOWN for deceased reports	Select Country of Death from dropdown list
Over Water	Incident	IF APPLICABLE	Use if incident occurred over a named body of water – then select body of water from the "Incident Country" dropdown.
Body Recovered	Incident	COMPLETE IF KNOWN for deceased reports	Indicate whether remains (body) is recovered by U. S. Forces or not.

Died in/out of Medical Facility	Incident	MUST COMPLETE IF KNOWN for deceased reports	Indicate whether member died in a medical facility or outside a medical facility
Continuously Hospitalized	Incident	MUST COMPLETE IF KNOWN for deceased reports	Indicate whether member was continuously hospitalized prior to death or not
CLICK ADD TO SAVE AND REMAIN ON THIS PAGE OR CLICK NEXT SAVE ENTRIES AND PROCEED TO NEXT PAGE			

DCIPS-CR SECONDARY TAB		NO MANDATORY DATA ELEMENTS EXCEPT FOR RESERVE CASUALTIES	
DATA ELEMENT NAME	DCIPS TAB	MANDATORY / OPTIONAL	DESCRIPTION
Training Type	DCIPS-CR Secondary	FOR RESERVISTS ONLY	Active Duty Support / Active Duty Training / Active Guard Reserve / Annual Training / Inactive Duty Training / Special Active Duty training
Training Start Date	DCIPS-CR Secondary	FOR RESERVISTS ONLY	INCLUDE A COPY OF ORDERS
Training End Date	DCIPS-CR Secondary	FOR RESERVISTS ONLY	INCLUDE A COPY OF ORDERS
Remarks	DCIPS-CR Secondary	ALL CASUALTY REPORTS	Advise of any special situations or circumstances that the command knows about with regard to the casualty.
CLICK ADD TO SAVE AND REMAIN ON THIS PAGE OR CLICK NEXT SAVE ENTRIES AND PROCEED TO NEXT PAGE			

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APPENDIX A

**TABLE 2
CASUALTY TYPE / STATUS / CATEGORY SEQUENCING TABLE**

PART I – USE FOR CASUALTY TYPE “NON-HOSTILE”

IF CASUALTY STATUS IS	CASUALTY CATEGORY IS ONE OF THESE
Deceased	Accident Homicide Illness Pending Self-Inflicted Undetermined
Missing	Detained Missing
Not Seriously Ill / Injured (NSI)	Accident Illness Pending Self-Inflicted Undetermined
Returned to Military Control (RMC)	Detained Missing
Seriously Ill / Injured (SI)	Accident Illness Pending Self-Inflicted Undetermined
Very Seriously Ill / Injured (VSI)	Accident Illness Pending Self-Inflicted Undetermined
Duty Status Whereabouts Unknown (DUSTWUN)	Pending

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PART II – USE FOR CASUALTY TYPE “HOSTILE”

IF CASUALTY STATUS IS	CASUALTY CATEGORY IS ONE OF THESE
Deceased	While Captured While MIA Killed In Action Died of Wounds Terrorist
Missing	Besieged Captured Missing in Action Beleaguered Interned Terrorist
Not Seriously Ill / Injured (NSI)	Terrorist Wounded In Action
Returned to Military Control (RMC)	Besieged Captured Detained Missing in Action Beleaguered Pending Interned Terrorist
Seriously Ill / Injured (SI)	Terrorist Wounded In Action
Very Seriously Ill / Injured (VSI)	Terrorist Wounded In Action
Duty Status Whereabouts Unknown (DUSTWUN)	Pending

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PART III – USE FOR CASUALTY TYPE “PENDING”

IF CASUALTY STATUS IS	CASUALTY CATEGORY IS ONE OF THESE
Deceased	Pending
Not Seriously Ill / Injured (NSI)	Pending
Seriously Ill / Injured (SI)	Pending
Very Seriously Ill / Injured (VSI)	Pending
Duty Status Whereabouts Unknown (DUSTWUN)	Pending

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