





Defense Casualty Information Processing System (DCIPS)

Personnel Casualty Reports (PCR) Submission

(Refresh version)

April 2022

For questions / concerns regarding Casualty Reports, please contact:

1-800-368-3202

E-mail: MILL NavyDCIPS@navy.mil

To access DCIPS training material / job aids, please go to the following Intelink site: https://intelshare.intelink.gov/sites/dcips/SitePages/DCIPSHome.aspx

The following job aid provides guidance for registering as a DCIPS-PCR end-user and reporting casualties to the Navy Casualty Section using the DCIPS-PCR web-based application. Two formatted Excel spreadsheet templates are also available to create and update casualty reports, provide a means for supervisor approval, maintain a record of the unit's casualties on the local computer / laptop and import into DCIPS-PCR. Templates for both spreadsheets are located under Downloads on the DCIPS-PCR Registration page (i.e., CasRptIndividual-MethodOne-Template(V1).xlsx and CasRptMultiple-MethodTwo-Template(V1).xlsx). Once the casualty report has been submitted, DCIPS-PCR **does not** allow end-users to return to the casualty report.

The "Individual Casualty Report Import Spreadsheet (**Method 1**)" should be used when reporting an individual casualty and have **all** pertinent information. The spreadsheet mirrors the fields required for a standard casualty report as seen in the DCIPS-PCR web-based application. Additionally, use this spreadsheet to create supplemental reports (e.g., status changes and progress updates) by adding a new column from the original casualty report.

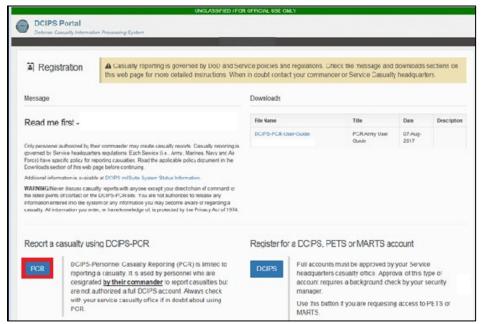
The "Multiple Casualty Report Import Spreadsheet (**Method 2**)" should be used when reporting a multiple casualty incident. There is **limited** information on each casualty and intensity of operation would unacceptably delay reporting casualties to the Navy Casualty Section. Method Two contains 10-critical fields' of information required to be imported directly into DCIPS-PCR. This spreadsheet is primarily used for one-time initial reports and is not used for supplemental casualty reports.

DCIPS-PCR users require a Common Access Card (CAC) in order to access any of the below URLs on a government furnished computer / laptop.

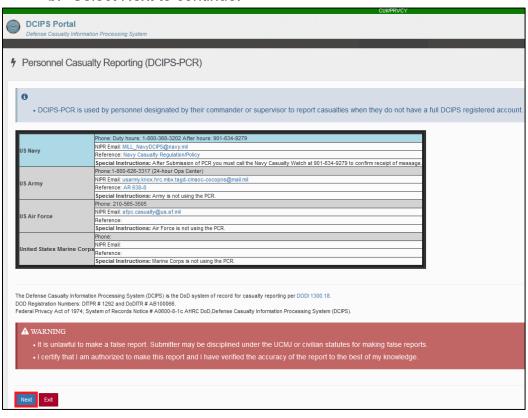
https://dcsa.hrc.army.mil https://dcsb.hrc.army.mil https://dcsc.hrc.army.mil



- 1. First time PCR users
 - a. Arrive on the Landing page, select the PCR button.NOTE: Returning users will go directly to step 1.b.



b. Select Next to continue.



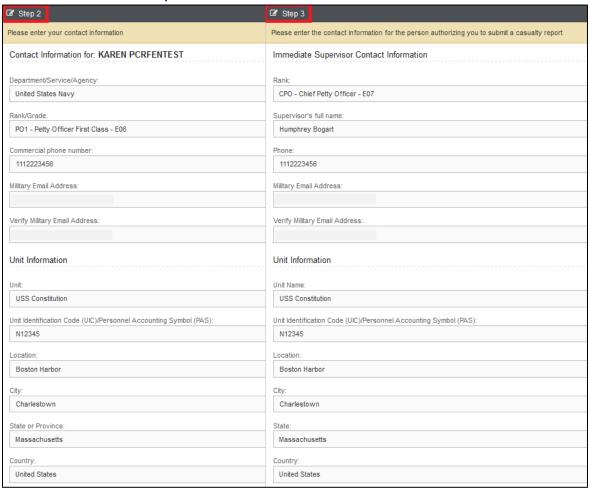


c. Select your branch of Service and your reporting unit.



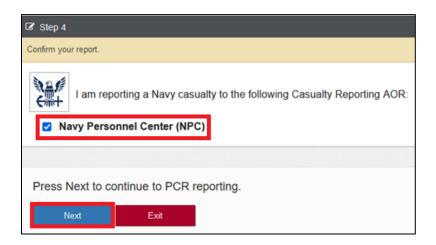
NOTE: Downloads will have the Individual Excel spreadsheet and the Multiple Casualty Excel spreadsheet, to import casualty data.

d. Enter all your information in Steps 2 and 3. Only .mil e-mail addresses are accepted.

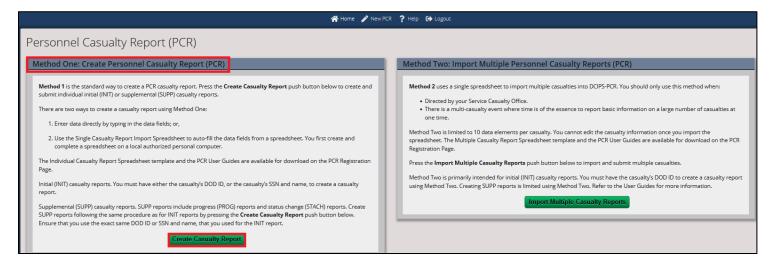




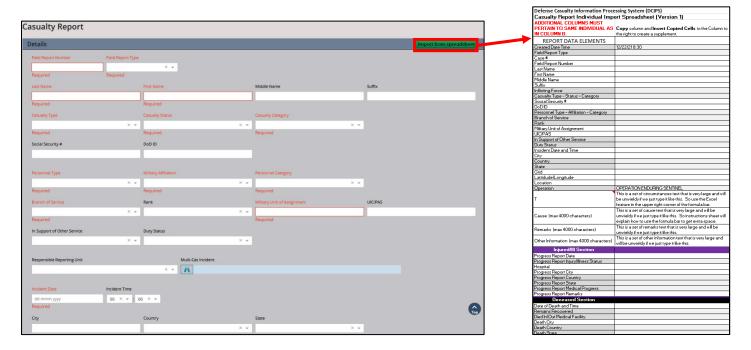
e. Check Casualty Reporting AOR and select Next.



f. Select the appropriate Method.



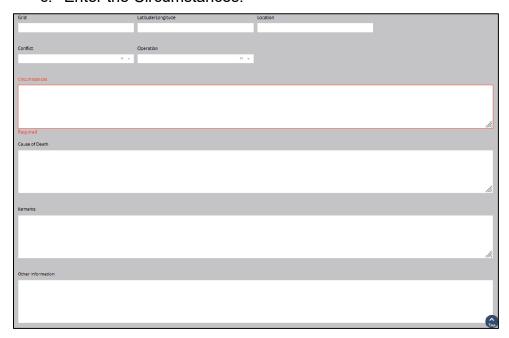
- 2. Method One Individual Casualty Reporting (normal)
 - a. Select Create Casualty Report from the Dashboard.
 - b. Enter information in the highlighted **Red boxes** or select Import from spreadsheet to upload data into the report.



NOTE: The individual spreadsheet can be printed, and/or e-mailed (encrypted). It is strongly encouraged to save the Excel spreadsheet to your desktop.



c. Enter the Circumstances.



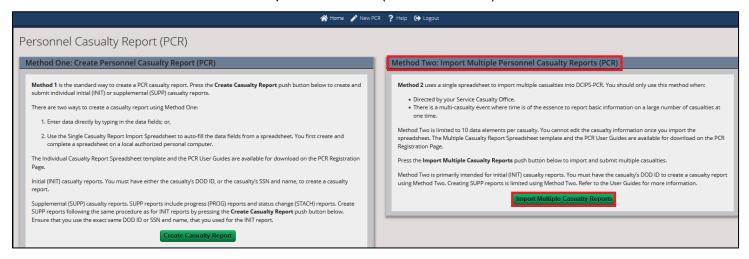
- d. Select the Organizational Unit to send an e-mail and / or enter additional e-mail addresses as directed by your chain of command.
- e. Attach files, if available and necessary.
- f. Select Submit and Print or select Reset, to clear all information, if necessary.



NOTE: Once submitted end-users **CANNOT** return to the casualty report. Your report has been submitted to Navy Casualty. Use the individual Excel spreadsheet to add status changes or progress updates, as appropriate.



3. Method Two - Multiple Casualties (Time Sensitive)



Multiple Casualty spreadsheet

FOR OFF	ICIAL USE	ONLY - PF	RIVACY ACT	OF 1974							
Defense Casualty Information Processing System (DCIPS) Personnel Casualty Report Template											
PURPOSE:	The purpose of this spreadsheet is to provide units with the capability to record the minimal information needed by the Service Casualty Offices to create a casualty report for one or more reportable casualties. It may also be used by units who do not have reliable network communications, but need a means to record casualties for later transmission to higher headquarters for import into DCIPS. The spreadsheet is designed to be imported into the										
INSTRUCTION	ISTRUCTION: Casualty information must begin on the next row after casualty data elements (e.g., DOD_ID, LAST_NAME, etc.) report header rows. Do not skip rows when entering casualties. TYPE_OF_CASUALTY, INFLICTING_FORCE, SERVICE and PERSONNEL_TYPE are selected from the cell dropdowns. Refer to the DCIPS Personnel Casualty Report Import Spreadsheet User Guide for additional information and options.										
1	2a	2b	2c	3	4	5	6	7	8	9	10
DOD_ID	LAST_NAME	FIRST_NAME	MIDDLE_NAME	TYPE_OF_CASUALTY	INFLICTING_FORCE	SERVICE	PERSONNEL_TYPE	UNIT_NAME	INCIDENT_DATE_TIME	INCIDENT_LOCATION	CIRCUMSTANCES
9993000032	Poldark	Francis		WIA	Enemy	USMC	military	1MEU	12/22/2021 4:00	Kuwait	IED Explosion
9993000037	Ennis	Philip		WIA	Enemy	USN	military	1MEU	12/22/2021 4:00	Kuwait	IED Explosion

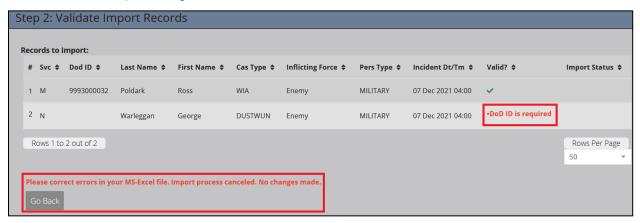
NOTE: First 10 columns must be entered.

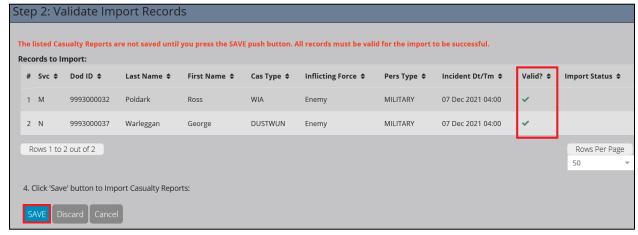
- a. Select the Operation (Required)
- b. Select Incident Country (Optional)
- c. Select Browse to import spreadsheet
- d. Select Import.



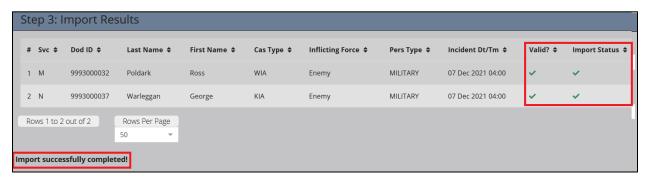


NOTE: If one of the 10 required columns is left empty the system will show an error. Will need to Go Back, correct the Excel spreadsheet and Import it again.





e. Import successfully completed!



NOTE: Can Import another spreadsheet or return to the Dashboard and create an Individual Casualty report.

As stated previously, once submitted the end-user **CANNOT** return to the Multiple Casualty report; it has been submitted to Navy Casualty. The end-user **MUST** use the Individual Excel spreadsheet to add status changes or progress updates on the Individual casualty.



- 4. Already a registered PCR user
 - a. Select Branch of Service. Select Area of Reporting.
 - b. Re-enter e-mail address for individual and supervisor under Step 2 and Step 3.
 - c. Step 4, confirm Casualty Reporting Area and select Next.
 - d. Select Create Casualty Report or Import Multiple Casualty Report (Dashboard).

End of Document

