



Navy Personnel Command

## **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](mailto: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>

## DCIPS-PCR Submissions

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>

# DCIPS-PCR Submissions

## 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.

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**DCIPS Portal**  
Defense Casualty Information Processing System

**Registration**

⚠ Casualty reporting is governed by DoD and Service policies and regulations. Check the message and downloads sections on this web page for more detailed instructions. When in doubt contact your commander or Service Casualty headquarters.

Message

**Read me first -**

Only personnel authorized by their commander may create casualty reports. Casualty reporting is governed by Service headquarters regulations. Each Service (i.e., Army, Marines, Navy and Air Force) have specific policy for reporting casualties. Read the applicable policy document in the Downloads section of this web page before continuing.

Additional information is available at DCIPS mSuite System Status Information.

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

Downloads

File Name	Title	Date	Description
DCIPS-PCR-User-Guide	PCR Army User Guide	07 Aug-2017	

Report a casualty using DCIPS-PCR

**PCR** DCIPS-Personnel Casualty Reporting (PCR) is limited to reporting a casualty. It is used by personnel who are designated **by their commander** to report casualties but are not authorized a full DCIPS account. Always check with your service casualty office if in doubt about using PCR.

Register for a DCIPS, PETS or MARTS account

**DCIPS** Full accounts must be approved by your Service headquarters casualty office. Approval of this type of account requires a background check by your security manager.

Use this button if you are requesting access to PETS or MARTS.

b. Select Next to continue.

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**DCIPS Portal**  
Defense Casualty Information Processing System

**Personnel Casualty Reporting (DCIPS-PCR)**

• DCIPS-PCR is used by personnel designated by their commander or supervisor to report casualties when they do not have a full DCIPS registered account.

<b>US Navy</b>	Phone: Duty hours: 1-800-368-3202 After hours: 901-634-9279 NPR Email: MLL_NavyDCIPS@navy.mil Reference: Navy Casualty Regulation/Policy <b>Special Instructions:</b> After Submission of PCR you must call the Navy Casualty Watch at 901-634-9279 to confirm receipt of message.
<b>US Army</b>	Phone: 1-800-626-3317 (24-hour Ops Center) NPR Email: usarmy.knox.hrc.mbx.tagd-cmaoc-cocops@mail.mil Reference: AR 638-8 <b>Special Instructions:</b> Army is not using the PCR.
<b>US Air Force</b>	Phone: 210-565-3505 NPR Email: afpc.casualty@us.af.mil Reference: <b>Special Instructions:</b> Air Force is not using the PCR.
<b>United States Marine Corps</b>	Phone: NPR Email: Reference: <b>Special Instructions:</b> Marine Corps is not using the PCR.

The Defense Casualty Information Processing System (DCIPS) is the DoD system of record for casualty reporting per DODI 1300.18.  
DoD Registration Numbers: DITPR # 1292 and DoDITR # AB100066.  
Federal Privacy Act of 1974; System of Records Notice # A0600-8-1c AHRC DoD, Defense Casualty Information Processing System (DCIPS).

**WARNING**

- It is unlawful to make a false report. Submitter may be disciplined under the UCMJ or civilian statutes for making false reports.
- I certify that I am authorized to make this report and I have verified the accuracy of the report to the best of my knowledge.

**Next** **Exit**


## DCIPS-PCR Submissions


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


**Step 1**


Review the user guides for any Service specific instructions on reporting a casualty before proceeding. When unsure call your Service Casualty Office for instructions before proceeding.


Select the Service of the casualty from the icons below.

  
 Army

  
 Marines

  
 Navy

  
 Air Force

  
 Space Force

Pick the specific casualty reporting organization from the drop down list: Navy Personnel Center (NPC)

Download user guides and templates (as needed): Select

**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.


<b>Step 2</b>	<b>Step 3</b>
Please enter your contact information	Please enter the contact information for the person authorizing you to submit a casualty report
<p><b>Contact Information for: KAREN PCRFENTEST</b></p> <p>Department/Service/Agency:  <input type="text" value="United States Navy"/></p> <p>Rank/Grade:  <input type="text" value="PO1 - Petty Officer First Class - E06"/></p> <p>Commercial phone number:  <input type="text" value="1112223456"/></p> <p>Military Email Address:  <input type="text"/></p> <p>Verify Military Email Address:  <input type="text"/></p> <p><b>Unit Information</b></p> <p>Unit:  <input type="text" value="USS Constitution"/></p> <p>Unit Identification Code (UIC)/Personnel Accounting Symbol (PAS):  <input type="text" value="N12345"/></p> <p>Location:  <input type="text" value="Boston Harbor"/></p> <p>City:  <input type="text" value="Charlestown"/></p> <p>State or Province:  <input type="text" value="Massachusetts"/></p> <p>Country:  <input type="text" value="United States"/></p>	<p><b>Immediate Supervisor Contact Information</b></p> <p>Rank:  <input type="text" value="CPO - Chief Petty Officer - E07"/></p> <p>Supervisor's full name:  <input type="text" value="Humphrey Bogart"/></p> <p>Phone:  <input type="text" value="1112223456"/></p> <p>Military Email Address:  <input type="text"/></p> <p>Verify Military Email Address:  <input type="text"/></p> <p><b>Unit Information</b></p> <p>Unit Name:  <input type="text" value="USS Constitution"/></p> <p>Unit Identification Code (UIC)/Personnel Accounting Symbol (PAS):  <input type="text" value="N12345"/></p> <p>Location:  <input type="text" value="Boston Harbor"/></p> <p>City:  <input type="text" value="Charlestown"/></p> <p>State:  <input type="text" value="Massachusetts"/></p> <p>Country:  <input type="text" value="United States"/></p>

## DCIPS-PCR Submissions

- e. Check Casualty Reporting AOR and select Next.

Step 4

Confirm your report.

 I am reporting a Navy casualty to the following Casualty Reporting AOR:

**Navy Personnel Center (NPC)**

Press Next to continue to PCR reporting.

**Next** **Exit**

- f. Select the appropriate Method.

Personnel Casualty Report (PCR)

Home New PCR ? Help Logout

**Method One: Create Personnel Casualty Report (PCR)**

**Method 1** is the standard way to create a PCR casualty report. Press the **Create Casualty Report** push button below to create and submit individual initial (INIT) or supplemental (SUPP) casualty reports.

There are two ways to create a casualty report using Method One:

1. Enter data directly by typing in the data fields; or,
2. Use the Single Casualty Report Import Spreadsheet to auto-fill the data fields from a spreadsheet. You first create and complete a spreadsheet on a local authorized personal computer.

The Individual Casualty Report Spreadsheet template and the PCR User Guides are available for download on the PCR Registration Page.

Initial (INIT) casualty reports. You must have either the casualty's DOD ID, or the casualty's SSN and name, to create a casualty report.

Supplemental (SUPP) casualty reports. SUPP reports include progress (PROG) reports and status change (STACH) reports. Create SUPP reports following the same procedure as for INIT reports by pressing the **Create Casualty Report** push button below. Ensure that you use the exact same DOD ID or SSN and name, that you used for the INIT report.

**Create Casualty Report**

**Method Two: Import Multiple Personnel Casualty Reports (PCR)**

**Method 2** uses a single spreadsheet to import multiple casualties into DCIPS-PCR. You should only use this method when:

- Directed by your Service Casualty Office.
- There is a multi-casualty event where time is of the essence to report basic information on a large number of casualties at one time.

Method Two is limited to 10 data elements per casualty. You cannot edit the casualty information once you import the spreadsheet. The Multiple Casualty Report Spreadsheet template and the PCR User Guides are available for download on the PCR Registration Page.

Press the **Import Multiple Casualty Reports** push button below to import and submit multiple casualties.

Method Two is primarily intended for initial (INIT) casualty reports. You must have the casualty's DOD ID to create a casualty report using Method Two. Creating SUPP reports is limited using Method Two. Refer to the User Guides for more information.

**Import Multiple Casualty Reports**

## DCIPS-PCR Submissions

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.

**Casualty Report**

**Details**

Field Report Number  Field Report Type

Required Required

Last Name  First Name  Middle Name  Suffix

Required Required

Casualty Type  Casualty Status  Casualty Category

Required Required Required

Social Security #  DoD ID

Personnel Type  Military Affiliation  Personnel Category

Required Required Required

Branch of Service  Rank  Military Unit of Assignment  UIC/PAS

Required Required Required

In Support of Other Service  Duty Status

Responsible Reporting Unit  Multi-Cas Incident

Incident Date  Incident Time

Required

City  Country  State

Defense Casualty Information Processing System (DCIPS) Casualty Report Individual Import Spreadsheet (Version 1)	
<b>ADDITIONAL COLUMNS MUST PERTAIN TO SAME INDIVIDUAL AS IN COLUMN B.</b> Copy column and Insert Copied Cells to the Column to the right to create a supplement.	
REPORT DATA ELEMENTS	
Created Date Time	12/22/218_30
Field Report Type	
Case #	
Field Report Number	
Last Name	
First Name	
Middle Name	
Suffix	
Inflicting Force	
Casualty Type - Status - Category	
Social Security #	
DoD ID	
Personnel Type - Affiliation - Category	
Branch of Service	
Rank	
Military Unit of Assignment	
UIC/PAS	
In Support of Other Service	
Duty Status	
Incident Date and Time	
City	
Country	
State	
Grid	
Latitude/longitude	
Location	
Operation	
T	OPERATION ENDURING SENTINEL This is a set of circumstances text that is very large and will be unwieldy if I just type it like this. So use the Excel feature in the upper right corner of the formula bar.
Cause (max 4000 characters)	This is a set of cause text that is very large and will be unwieldy if I just type it like this. So instructions sheet will explain how to use the formula bar to get extra space.
Remarks (max 4000 characters)	This is a set of remarks text that is very large and will be unwieldy if I just type it like this.
Other Information (max 4000 characters)	This is a set of other information text that is very large and will be unwieldy if I just type it like this.
Injured/Ill Section	
Progress Report Date	
Progress Report Injury/Illness Status	
Hospital	
Progress Report City	
Progress Report Country	
Progress Report State	
Progress Report Medical Progress	
Progress Report Remarks	
Deceased Section	
Date of Death and Time	
Remains Recovered	
Died In-Care Medical Facility	
Death City	
Death Country	
Death State	

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

## DCIPS-PCR Submissions

c. Enter the Circumstances.

The screenshot shows a web form for DCIPS-PCR Submissions. At the top, there are three input fields: 'Grid', 'Latitude/Longitude', and 'Location'. Below these are two dropdown menus: 'Conflict' and 'Operation'. The 'Circumstances' section is a large text area with a red border and a 'Required' label. Below it are three more text areas: 'Cause of Death', 'Remarks', and 'Other information'. A 'Top' button is visible in the bottom right corner.

- 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.

The screenshot shows the 'Email Notification' and 'File Upload' sections of the DCIPS-PCR Submissions form. The 'Email Notification' section has an orange background and contains instructions: 'Use of this section is optional. Follow your Service or command policy on sending casualty report information. You may send emails to organizational or individual mailboxes to inform recipients of the existence of a casualty report. There are two methods (you can use both): 1. Select an organization from the "Organizational Unit(s) to Notify" drop down box. This will add the emails associated with that organization to the list. These email addresses are set by your Service Casualty Office. 2. You may add custom email addresses by pressing the Add Email push button. You can then enter any other email addresses per local policy. Emails generated do not contain any personally identifiable information. When you press the Submit and Print push button the emails will be sent.' Below this is a dropdown menu for 'Organizational Unit(s) To Notify' and a table with columns 'Name' and 'Email Address'. An 'Add Email' button is below the table. The 'File Upload' section has a blue background and contains instructions: 'Use of this section is optional. Follow your Service or command policy on attaching files. When used, uploaded files must only pertain to the casualty you are reporting. Upload files by providing a short description of the file and then choosing a file to upload.' Below this is an 'Add File' button. At the bottom, there are 'Submit and Print' and 'Reset' buttons, and a warning: 'When you press the Submit and Print push button, your Service casualty office is immediately notified of this casualty. You cannot undo this once you press the push button. Carefully review this casualty report before submitting and continuing. You cannot return to this page after you press the Submit and Print push button. Close the browser or press reset to cancel.'

**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.

# DCIPS-PCR Submissions

## 3. Method Two – Multiple Casualties (Time Sensitive)

Home
New PCR
Help
Logout

### Method One: Create Personnel Casualty Report (PCR)

**Method 1** is the standard way to create a PCR casualty report. Press the **Create Casualty Report** push button below to create and submit individual initial (INIT) or supplemental (SUPP) casualty reports.

There are two ways to create a casualty report using Method One:

1. Enter data directly by typing in the data fields; or,
2. Use the Single Casualty Report Import Spreadsheet to auto-fill the data fields from a spreadsheet. You first create and complete a spreadsheet on a local authorized personal computer.

The Individual Casualty Report Spreadsheet template and the PCR User Guides are available for download on the PCR Registration Page.

Initial (INIT) casualty reports. You must have either the casualty's DOD ID, or the casualty's SSN and name, to create a casualty report.

Supplemental (SUPP) casualty reports. SUPP reports include progress (PROG) reports and status change (STACH) reports. Create SUPP reports following the same procedure as for INIT reports by pressing the **Create Casualty Report** push button below. Ensure that you use the exact same DOD ID or SSN and name, that you used for the INIT report.

[Create Casualty Report](#)

### Method Two: Import Multiple Personnel Casualty Reports (PCR)

**Method 2** uses a single spreadsheet to import multiple casualties into DCIPS-PCR. You should only use this method when:

- Directed by your Service Casualty Office.
- There is a multi-casualty event where time is of the essence to report basic information on a large number of casualties at one time.

Method Two is limited to 10 data elements per casualty. You cannot edit the casualty information once you import the spreadsheet. The Multiple Casualty Report Spreadsheet template and the PCR User Guides are available for download on the PCR Registration Page.

Press the **Import Multiple Casualty Reports** push button below to import and submit multiple casualties.

Method Two is primarily intended for initial (INIT) casualty reports. You must have the casualty's DOD ID to create a casualty report using Method Two. Creating SUPP reports is limited using Method Two. Refer to the User Guides for more information.

[Import Multiple Casualty Reports](#)

## Multiple Casualty spreadsheet

FOR OFFICIAL USE ONLY - PRIVACY 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: 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, INFLECTING_FORCE, SERVICE and PERSONNEL_TYPE are selected from the cell dropdowns. Refer to the <i>DCIPS Personnel Casualty Report Import Spreadsheet User Guide</i> 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	INFLECTING_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.

### Step 1: Begin Import

a) Operation:

b) Incident Country (optional):

c) XLS/XLSX File To Import:





## DCIPS-PCR Submissions

**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.

Step 2: Validate Import Records

Records to Import:

#	Svc	Dod ID	Last Name	First Name	Cas Type	Inflicting Force	Pers Type	Incident Dt/Tm	Valid?	Import Status
1	M	9993000032	Poldark	Ross	WIA	Enemy	MILITARY	07 Dec 2021 04:00	✓	
2	N		Warleggan	George	DUSTWUN	Enemy	MILITARY	07 Dec 2021 04:00	•DoD ID is required	

Rows 1 to 2 out of 2

Rows Per Page: 50

Please correct errors in your MS-Excel file. Import process canceled. No changes made.

Go Back

Step 2: Validate Import Records

The listed Casualty Reports are not saved until you press the SAVE push button. All records must be valid for the import to be successful.

Records to Import:

#	Svc	Dod ID	Last Name	First Name	Cas Type	Inflicting Force	Pers Type	Incident Dt/Tm	Valid?	Import Status
1	M	9993000032	Poldark	Ross	WIA	Enemy	MILITARY	07 Dec 2021 04:00	✓	
2	N	9993000037	Warleggan	George	DUSTWUN	Enemy	MILITARY	07 Dec 2021 04:00	✓	

Rows 1 to 2 out of 2

Rows Per Page: 50

4. Click 'Save' button to Import Casualty Reports:

SAVE Discard Cancel

e. Import successfully completed!

Step 3: Import Results

#	Svc	Dod ID	Last Name	First Name	Cas Type	Inflicting Force	Pers Type	Incident Dt/Tm	Valid?	Import Status
1	M	9993000032	Poldark	Ross	WIA	Enemy	MILITARY	07 Dec 2021 04:00	✓	✓
2	N	9993000037	Warleggan	George	KIA	Enemy	MILITARY	07 Dec 2021 04:00	✓	✓

Rows 1 to 2 out of 2

Rows Per Page: 50

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.

## **DCIPS-PCR Submissions**

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