



Navy Personnel Command

Defense Casualty Information Processing System (DCIPS)

Personnel Casualty Reports (PCR) Submission

(Refresh version)

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For questions / concerns regarding Casualty Reports, please contact:

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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(V2).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) to access any of the below URLs on a government furnished computer / laptop.

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

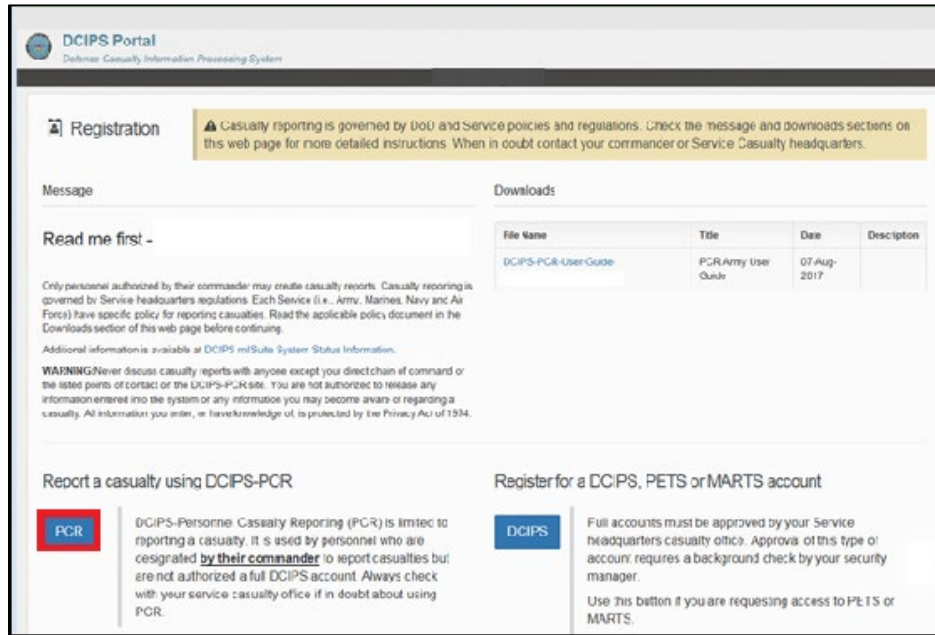
<https://dcsb.hrc.army.mil>

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

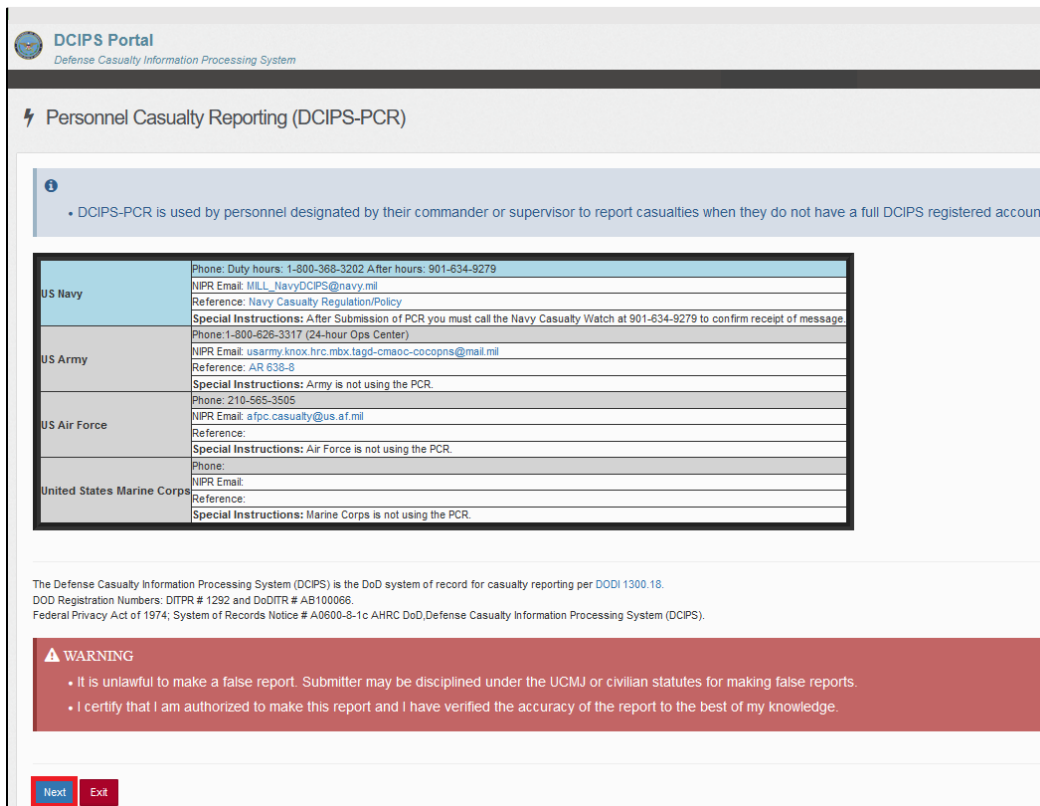
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1. First time PCR users

- a. Arrive on the Landing page, select the PCR button.



- b. Select Next to continue.



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

Step 2	Step 3
Please enter your contact information	Please enter the contact information for the person authorizing you to submit a casualty report
<p>Contact Information for:</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>Unit Information</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>Immediate Supervisor Contact Information</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>Unit Information</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>

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d. Select your branch of Service, Reporting Organization and Method.

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

The screenshot shows the DCIPS-PCR Submissions web application interface. At the top, there is a navigation bar with links for Home, New PCR, Downloads (highlighted with a red box), Help, and Logout. Below the navigation bar, the main heading is "Personnel Casualty Report (PCR)" with the instruction "Select the Service of the casualty from the icons below". There are five service icons: U.S. Army, Marines, Navy (highlighted with a red box), Air Force, and Space Force. Below the icons, there is a section titled "Then choose the specific casualty reporting organization from the drop down list" with a dropdown menu showing "USN - Navy Personnel Command". The interface is divided into two main sections: "Method One: Create Personnel Casualty Report (PCR)" and "Method Two: Import Multiple Personnel Casualty Reports (PCR)".

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

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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

Import from spreadsheet

Field Report Number Field Report Type
Required Required

Last Name First Name Middle Name Suffix
Required Required Required Required

Casualty Type Casualty Status Casualty Category
Required Required Required

Social Security # DoD ID
Required Required

Personnel Type Military Affiliation Personnel Category
Required Required Required

Branch of Service Rank Military Unit of Assignment UIC/PAS
Required Required Required Required

In Support of Other Service Duty Status
Required Required

Responsible Reporting Unit Multi-Cas Incident

Incident Date Incident Time
Required Required

City Country State

Defense Casualty Information Processing System (DCIPS)	
Casualty Report Individual Import Spreadsheet (Version 1)	
ADDITIONAL COLUMNS MUST PERTAIN TO SAME INDIVIDUAL AS IN COLUMN 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	
Infllicting 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	
Country	
City	
State	
Grid	
Latitude/Longitude	
Location	
Operation	OPERATION ENDURING SENTINEL
T	This is a set of circumstances text that is very large and will be unwieldy if we 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 we 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 we 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 we just type it like this.
Injured 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/Out 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.

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c. Enter the Circumstances.

The screenshot shows a web form with several input fields. At the top, there are three fields: 'Grid', 'Latitude/Longitude', and 'Location'. Below these are 'Conflict' and 'Operation' fields, each with a dropdown arrow. The 'Circumstances' field is a large, empty text area with a red border and a 'Required' label. Below it is the 'Cause of Death' field, also empty with a red border. The 'Remarks' field is another large empty text area. At the bottom is the 'Other Information' field. 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' section with an orange background. It 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):' followed by two numbered steps. Below the instructions is a dropdown menu for 'Organizational Unit(s) To Notify'. Below that is a table with columns 'Name' and 'Email Address', and an 'Add Email' button. The 'File Upload' section has a blue background and 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.' Below this is an 'Add File' button. At the bottom, there are 'Submit and Print' and 'Reset' buttons, and a warning message: '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.

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3. Method Two – Multiple Casualty spreadsheet (Time Sensitive)

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 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	INFLECTING_FORCE	SERVICE	PERSONNEL_TYPE	UNIT_NAME	INCIDENT_DATE_TIME	INCIDENT_LOCATION	CIRCUMSTANCES
	Poldark	Francis		WIA	Enemy	USMC	military	1MEU	12/22/2021 4:00	Kuwait	IED Explosion
	Ennis	Philip		WIA	Enemy	USN	military	1MEU	12/22/2021 4:00	Kuwait	IED Explosion

NOTE: All columns must be entered, except Middle Name.

- 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:
 CasualtyReportImportTemplate20211129.xlsx

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		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.

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e. Reloaded, all fields valid.

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		Poldark	Ross	WIA	Enemy	MILITARY	07 Dec 2021 04:00	✓	
2	N		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:

f. 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		Poldark	Ross	WIA	Enemy	MILITARY	07 Dec 2021 04:00	✓	✓
2	N		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.

4. Already a registered PCR user
 - a. Re-enter e-mail address for individual and supervisor under Step 2 and Step 3.
 - b. Select Service and Reporting Organization.
 - c. Select Create Casualty Report (Method 1) or Import Multiple Casualty Report (Method 2) from the Dashboard.

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End of Document