

Defense Casualty Information Processing System (DCIPS)

Personnel Casualty Report (PCR) Spreadsheet Import User Guide

[Version 2, 15 May 2018](#)

As the DoD Lead Component for DCIPS:

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Table of Contents

Table of Contents	i
Figures	iii
Tables	iv
Change Log.....	v
Overview	1
Caution – Unclassified, but Sensitive Information Only	1
Caution – Privacy Act of 1974.....	1
Downloading the DCIPS Casualty Report Import Spreadsheet.....	2
Download From DCIPS Portal Landing Page	2
Download From the PCR Registration Page	3
Download From the MilSuite Site.....	3
Download From the DCIPS Portal (Registered Users)	4
Saving the Spreadsheet	4
About the Casualty Report Import Spreadsheet.....	5
Using the DCIPS Casualty Report Import Spreadsheet	7
Naming Casualty Report Spreadsheet Files.....	7
Understanding the Casualty Report Spreadsheet	8
Entering Casualties.....	8
Adding Additional Formatted Rows.....	9
Creating a Casualty Report Import Spreadsheet.....	10
Rules for entering the rows and columns.....	11
Entering Values without the Dropdowns	12
Adding Columns to the Casualty Report Import Spreadsheet	12
Transmitting the Spreadsheet	12
Importing into DCIPS-PCR.....	13
Appendix A - Frequently Asked Questions (FAQ)	14
Who should be using the DCIPS Casualty Report Import Spreadsheet?	14
Can I report casualties from a sister Service?	14
Can I combine multiple Service casualties on one spreadsheet?	14
How can I check on the status of the DCIPS websites?	14
How do I know when to use the DCIPS COOP site?	14

Should I use the DCIPS website for reporting casualties?.....	14
Is the DCIPS team available 24/7?	15
Where do I get help if the DCIPS Team is not available?	15
Does the DCIPS team help with casualty reporting policy?	15

Figures

Figure 1: Landing Page Download Section	2
Figure 2: DCIPS-PCR Downloads.....	3
Figure 3: MilSuite DCIPS Featured Content.....	3
Figure 4: DCIPS Portal Downloads	4
Figure 5: Casualty Report Spreadsheet Sample	8
Figure 6: Spreadsheet Dropdown Selection Example	9
Figure 7: Creating an import spreadsheet.....	11

Tables

Table 1: Change Log.....	v
Table 2: Personnel Casualty Report Spreadsheet Columns	5
Table 3: File Name Recommendation	7

Change Log

This section lists changes to this User Guide.

Table 1: Change Log		
Revision	Change Date	Description
1	2 May 2018	Initial version.

Overview

The Defense Casualty Information Processing System (DCIPS) is the single authorized system for casualty reporting in the Department of Defense.

The focus of this User Guide is on the use of the DCIPS casualty report import spreadsheet.

The spreadsheet provides units with a means to record casualty information off-line from DCIPS. The spreadsheet may then be used to import casualty listings recorded in the spreadsheet into DCIPS-PCR or DCIPS-CR. The spreadsheet implements the basic 10-item Personnel Casualty report. This is an abbreviated casualty report with the minimum essential elements of information to report a casualty.

No actual names of casualties are used in this document. Names matching living or deceased personnel are purely coincidental.

Caution – Unclassified, but Sensitive Information Only

Never enter classified information into DCIPS. DCIPS is an unclassified system.

Immediately report to your security manager, the DCIPS Program Manager and Service points of contact any classified spillage.

Caution – Privacy Act of 1974

Never discuss casualty reports with anyone except your direct chain of command or the listed points of contact on the DCIPS 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. You are not authorized to release any information.

Casualty information is highly sensitive in nature. Unauthorized release or disclosure of casualty information may result in extreme anguish to Family Members, violation of law, and/or bring discredit upon the United States Armed Forces and the Department of Defense.

Immediately report to the DCIPS Program Manager and Service points of contact any intentional or unintentional release of casualty information to unauthorized persons or organizations.

Downloading the DCIPS Casualty Report Import Spreadsheet

The section describes the various locations where you can download the DCIPS casualty report import spreadsheet.

Download From DCIPS Portal Landing Page

The Casualty Report Import spreadsheet may be downloaded from the DCIPS Portal Landing Page in the Downloads section (Figure 1). The DCIPS Portal Landing Page is not available once you become a registered user or you have used DCIPS-PCR. When you do not have access to the DCIPS Portal Landing page use one of the other sites listed in the next sections.

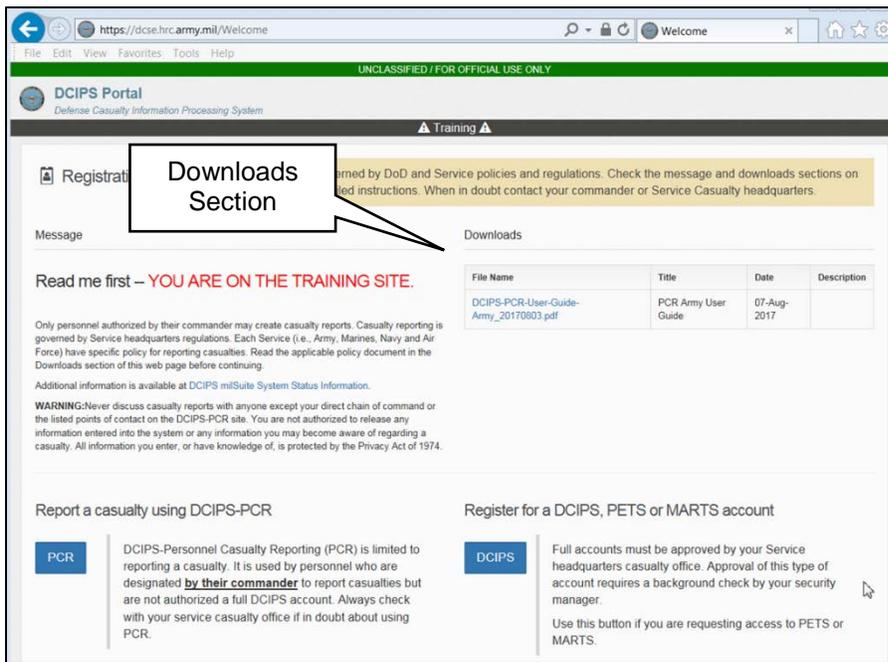


Figure 1: Landing Page Download Section

Download From the PCR Registration Page

The Casualty Report Import spreadsheet may be downloaded from the DCIPS-PCR Registration page (Figure 2) after you select the Service of the casualty.



Figure 2: DCIPS-PCR Downloads

Download From the MilSuite Site

The Casualty Report Import spreadsheet may be downloaded from the MilSuite DCIPS Site at <https://www.milsuite.mil/book/groups/defense-casualty-information-processing-system-dcips>. This site is CAC enabled. If you do not already have an account on MilSuite, then simply create an account. Anyone with a CAC can register for MilSuite. Check in the FEATURED CONTENT section (Figure 3) of the DCIPS page for the latest spreadsheet.



Figure 3: MilSuite DCIPS Featured Content

Download From the DCIPS Portal (Registered Users)

DCIPS website main portal page (must be a registered user) in the Downloads section (Figure 4).

- <https://dcsa.hrc.army.mil>
- <https://dcsb.hrc.army.mil>
- <https://dcsc.hrc.army.mil>
- <https://dcsd.hrc.army.mil>

FOR OFFICIAL USE ONLY. INFORMATION MUST BE PROTECTED UNDER THE PRIVACY ACT AND DOD 5400.11-R.

Portal Home My Profile About Log Off Monday, April 09, 2018 11:33:47 -04:00

DCIPS Support Team
Email: usarmy.knox.hrc.mbx.tagd-dcips@mail.mil
Phone: 502-613-7009
DSN: 312-983-7009

PRODUCTION SITE

DCIPS Portal
Defense Casualty Information Processing System

Edit Page

Production

- Case Management (DCIPS-CM)
- Casualty Reporting (DCIPS-CR)

Downloads Section

Downloads
Click below to access downloads

- Downloads

Download Listings
Important Downloads and Updates.

File Name	Date
DCIPS Access Control Policy and Procedures Version 2.0	1/5/2018
DCIPS Landing Page - New Users	9/21/2017
Army DCIPS-PCR User Guide	9/21/2017
Army MILPER Message on DCIPS-PCR	9/15/2017
Navy Registered User PCR Instructions 20161001	5/18/2017
Navy PCR User Guide for Units and Commands 20161001	5/18/2017
DCIP-CM USAF TRAINING GUIDE_12_MAY_16_Version_2.0	5/8/2017
Air Force DCIPS-CR and PCR User Guide 2.0 5 Dec 2016	5/8/2017
AF DCIPS Casualty Report Completion User Guide Version 1.0, 5 Dec 16	5/8/2017
DCIPS Forward No Longer Supported	3/21/2017
FSGLI Claims Processing Checklist for CACS	3/1/2017
DCIPS-CM Case Management Overview	2/17/2016
Casualty Document Tracking Video Lo Res 17mb	8/7/2015
Casualty Document Tracking Video Lo Res 17mb	8/7/2015
Casualty Document Tracking Info Charts	8/4/2015
Casualty Document Tracking Info Paper	8/4/2015

Figure 4: DCIPS Portal Downloads

Saving the Spreadsheet

The casualty report spreadsheet must be saved and stored on U. S. Government (USG) furnished equipment and that requires a DoD Common Access Card (CAC) to logon. When using laptop or desktop computers, the file location where the spreadsheet is stored must be encrypted using approved data-at-rest encryption methods such as Microsoft's Windows Encrypting File System (EFS) or BitLocker technologies as implemented by your cybersecurity officer. When saved on shared network devices the share location must also be restricted with user permissions that limit who can access the spreadsheet.

About the Casualty Report Import Spreadsheet

The casualty report spreadsheet has ten data items related to the casualty and two data items to record the name of the preparer and reviewer of each casualty that is listed on the spreadsheet.

The columns and their descriptions are listed below in Table 2. The columns are the minimum essential data elements for a casualty report. The intent is that DoD will direct these ten casualty items (i.e., 1 – 10), plus the two preparer items (i.e., 11 and 12) to be the standard across all Services for an initial personnel casualty report submitted by a warfighter.

Table 2: Personnel Casualty Report Spreadsheet Columns			
Item #	Column Header	Description	Valid Values
1	DOD_ID	The DOD ID number of the casualty.	Ten digit number.
2a	LAST_NAME	The last name of the casualty.	Maximum of 40 characters. Do not use special foreign alphabetic characters like ã or ñ.
2b	FIRST_NAME	The first name of the casualty.	Maximum of 40 characters. Do not use special foreign alphabetic characters like ã or ñ.
2c	MIDDLE_NAME	The middle name or middle initial of the casualty. Do not enter NMI when casualty does not have a middle name.	Maximum of 40 characters. Do not use special foreign alphabetic characters like ã or ñ.
3	TYPE_OF_CASUALTY	Only the following values may entered in this column. Use the drop-down selection menu next to the field.	DUSTWUN KIA NON-HOSTILE-DECEASED NON-HOSTILE-INJURED-ILL WIA
4	INFLECTING_FORCE	Only the following values may entered in this column. Use the drop-down	Enemy Ally U.S. Unknown

Personnel Casualty Report (PCR) Spreadsheet Import User Guide

Version 2, 15 May 2018

		selection menu next to the field.	
5	SERVICE	Only the following values may entered in this column. Use the drop-down selection menu next to the field.	USA USMC USN USAF
6	PERSONNEL_TYPE	Only the following values may entered in this column. Use the drop-down selection menu next to the field.	Military Civilian
7	UNIT_NAME	Name of the unit the casualty is assigned.	Maximum of 100 alphabetic or numeric characters.
8	INCIDENT_DATE_TIME	Date and time of the incident. Use local military time.	mm/dd/yyyy HH:MM (24hr clock) or mm/dd/yyyy HH:MM AM or PM (12hr clock)
9	INCIDENT_LOCATION	Location of the incident. Indicate city name, grid or latitude and longitude.	Maximum of 50 alphabetic or numeric characters.
10	CIRCUMSTANCES	Explain the basics of how the casualty occurred. Do not provide opinion or unverified information.	Maximum of 4000 alphabetic or numeric characters. Items 11 and 12 deduct from the 4000.
11	PREPARER_NAME	The name and local contact information of the person who created the casualty report.	Item 10, 11 and 12 cannot exceed 4000 alphabetic or numeric characters.
12	REVIEWER_NAME	The name and local contact information of the person (typically a commissioned officer in the grade of O-4 or above.)	Item 10, 11 and 12 cannot exceed 4000 alphabetic or numeric characters.

Using the DCIPS Casualty Report Import Spreadsheet

This section explains how to use the downloaded casualty report import spreadsheet to report one or more casualties.

Naming Casualty Report Spreadsheet Files

Copy the template to a new name meaningful to your unit. There is no prescribed format. However, we recommend that the spreadsheet file name be unique. The recommended file name format is shown in Table 3.

Table 3: File Name Recommendation				
MILITARY SERVICE A=USA, M=USMC, N=USN, F=USAF	UIC or PAS	Date report is created as YYYYMMDD	a dash	Sequence Number for multiple reports on the same day
A	WXXXX	20180410	-	1
Resulting in an Excel spreadsheet file name of "AWXXXX20180410-1.XLSX"				

The important point is to ensure that all the file names are unique throughout your organization so that the risk of overlaying a file with a duplicate name, but different casualties, is minimized.

Understanding the Casualty Report Spreadsheet

This section provides an overview of the casualty report spreadsheet. Figure 5 shows a sample spreadsheet.

	A	B	C	D	E	F	G	H	
1	FOR OFFICIAL USE ONLY - PRIVACY ACT OF 1974								
2	Defense Casualty Information Processing System (DCIPS) Personnel Casualty Report Template								
3	VERSION:	28-Mar-18							
4	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 DCIPS via DCIPS-PCR or DCIPS-CR.							
5	INSTRUCTIONS:	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 <i>DCIPS Casualty Report Import Spreadsheet User Guide</i> for additional information and options.							
6									
7	1	2a	2b	2c	3	4	5	6	
8	DOD_ID	LAST_NAME	FIRST_NAME	MIDDLE_NAME	TYPE_OF_CASUALTY	INFLICTING_FORCE	SERVICE	PERSONNEL_TYPE	UNIT_NAME
9	900001400	Oritz	Able	A	DUSTWUN	Unknown	USA	Military	2nd BCT, Ft. S
10	900001401	Ohio	Betty	B	KIA	Enemy	USA	Military	2nd BCT, Ft. S
11	900001402	Oscar	Charles		NON-HOSTILE-DECEASED		USA	Military	2nd BCT, Ft. S
12	900001403	O'Donnelly	Dee	D	NON-HOSTILE-INJURED-ILL		USA	Military	2nd BCT, Ft. S
13	900001404	O'Hara	Patrick	O	WIA	Enemy	USA	Military	2nd BCT, Ft. S
14									
15									

Figure 5: Casualty Report Spreadsheet Sample

Entering Casualties

Begin the first casualty on the row immediately following the column header information. Do not skip a row between the column header and the first casualty. Using the example in Figure 5, the column header information is in row 8. The first casualty must be entered beginning in row 9, the second in row 10, etc. Do not skip a row between casualties.

The casualty spreadsheet template contains Excel drop-down controls for the TYPE_OF_CASUALTY, INFLICTING_FORCE, SERVICE and PERSONNEL_TYPE columns.

Figure 6 depicts what the drop down box looks like for picking TYPE_OF_CASUALTY.

	3	4
ME	TYPE_OF_CASUALTY	INFLECTING_FORCE
	NON-HOSTILE-INJURED-ILL	5.
	DUSTWUN	
	KIA	
	NON-HOSTILE-DECEASED	
	NON-HOSTILE-INJURED-ILL	
	WIA	

Figure 6: Spreadsheet Dropdown Selection Example

The downloaded template contains built in dropdown selections for 50 rows. Rows in the downloaded template that are pre-configured with dropdown values are indicated by having a full border around each cell and row.

Each row of the spreadsheet represents one casualty. The minimum data required for a casualty report is listed in Table 2.

There are twelve columns on the spreadsheet that must be completed for every casualty.

Be careful not to enter a casualty twice resulting in duplicate casualty reports once it is imported into DCIPS.

Adding Additional Formatted Rows

When you need to report more than 50 casualties on one spreadsheet you can create additional rows with dropdown values by performing one or both of the following methods:

Copy and paste one row at time.

1. Determine the number of casualties you are going to enter on the spreadsheet to determine the number of additional rows you will need to add.
2. Start by selecting a blank formatted row. The last blank row is easiest to work with since you will paste the additional row on the next row. Select the Excel row number by pointing to the row number, the pointer will change to a right-pointing arrow, and then left clicking. Again, this is the first row following the column headers. The row should become highlighted.
3. Without moving the mouse pointer right click (again with the mouse pointer over the Excel row number), and then select Copy on the Excel menu. The entire row should then have the ant-crawler dots around the row you just copied.

4. Left click on the following row number. The pointer changes to a right pointing arrow. Select “Insert copied cells...” menu item. This will create an additional row containing the drop down selections.
5. Save the spreadsheet.

Copy and paste multiple rows.

1. Determine the number of casualties you are going to enter on the spreadsheet to determine the number of additional rows you will need to add.
2. Start by selecting a blank formatted row. The last blank row is easiest to work with since you will begin pasting additional rows on the next row. Select the Excel row number by pointing to the row number, the pointer will change to a right-pointing arrow, and then left clicking. Again, this is the first row following the column headers. The row should become highlighted.
3. Without moving the mouse pointer right click (again with the mouse pointer over the Excel row number), and then select Copy on the Excel menu. The entire row should then have the ant-crawler dots around the row you just copied.
4. Select the row following the first row you copied. Do not skip rows.
5. Left click the row number. The pointer turns into a right pointing arrow.
6. While holding the left mouse button down drag the cursor down to highlight additional rows. Now right click and select “Insert copied cells...”.
7. Save the spreadsheet.

Creating a Casualty Report Import Spreadsheet

When you do not have access to any of the above websites you can create the DCIPS Casualty Report Import Spreadsheet with Microsoft Excel (2010 or later).

Step 1: Open and save a blank Excel workbook and save it to a folder (don't forget to save it in an approved location).

Step 2: Enter column headers for the casualty report items. The column headers are listed in Table 2. The column headers must be on one row exactly as described in Table 2. This includes the underscores in the names. You may save time by copying and pasting the following list of column headers into an Excel spreadsheet:

Personnel Casualty Report (PCR) Spreadsheet Import User Guide

Version 2, 15 May 2018

DOD_ID
LAST_NAME
FIRST_NAME
MIDDLE_NAME
TYPE_OF_CASUALTY
INFLECTING_FORCE
SERVICE
PERSONNEL_TYPE
UNIT_NAME
INCIDENT_DATE_TIME
INCIDENT_LOCATION
CIRCUMSTANCES
PREPARER_NAME
REVIEWER_NAME

Figure 7 shows an example of what the beginning rows should look like.

1	A	B	C	D	E	F	G	H	I	J
2	1	2a	2b	2c	3	4	5	6	7	8
3	DOD_ID	LAST_NAME	FIRST_NAME	MIDDLE_NAME	TYPE_OF_CASUALTY	INFLECTING_FORCE	SERVICE	PERSONNEL_TYPE	UNIT_NAME	INCIDENT_DATE_TIME
4										
5										
1	9				10			11	12	
2	INCIDENT_LOCATION		CIRCUMSTANCES					PREPARER_NAME	REVIEWER_NAME	
3										
4										
5										

Figure 7: Creating an import spreadsheet

Rules for entering the rows and columns

Rows above the column headers, row 2 in the Figure 7 example, are ignored.

Casualty rows must begin immediately following the header rows and no rows may be skipped between casualty rows.

You may enter the column headers on any row. In Figure 7 we entered the column names on row 2 of the spreadsheet.

The column names may be in any order as long as they all exist on the row as shown in Figure 7 and Table 2.

Columns like “TYPE_OF_CASUALTY” must have the underscores between the words.

Step 3: Save this spreadsheet as your template.

Entering Values without the Dropdowns

When you create a casualty report import spreadsheet instead of using the template available on the websites described above, then you will have to manually type in the values. The only values that are valid are listed in Table 2 and they must be spelled exactly as indicated. For example, “NON HOSTILE DECEASED” is not a valid TYPE_OF_CASUALTY. You must enter “NON-HOSTILE-DECEASED” with the dashes.

Adding Columns to the Casualty Report Import Spreadsheet

You can add columns to the casualty report import spreadsheet. However, you cannot remove any of the columns listed in Table 2. Columns may be added to help units keep track of additional casualty information such as personnel roster numbers or other information the unit deems useful. This capability should be used sparingly to avoid introducing errors into the casualty report rows from the spreadsheet becoming overly cumbersome to fill out.

Added columns must have a column header. The column header must have an underscore if made up of two or more words, e.g., ALPHA_BRAVO, and they cannot be the same as the list in Table 2.

Information in added columns is not imported into DCIPS.

Transmitting the Spreadsheet

The spreadsheet contains not only Personally Identifiable Information (PII) covered by the Privacy Act of 1974, but may also contain OPSEC information and must be marked FOUO. When it is transmitted it must be sent encrypted using CAC PKI.

Keep these three rules when sending a spreadsheet by email.

- NEVER send the spreadsheet to a non-military email address.
- ALWAYS use email encryption.
- ALWAYS send only to an to a .mil email address.
- ALWAYS check your addressees before pressing the send push button.

If the spreadsheet is sent via a SIPR email system, then the receiver must properly declassify and process the electronic spreadsheet to a non-classified NIPRNET system. Casualty reports that are submitted to DCIPS whether through the import process or entry into the website are always UNCLASSIFIED – FOUO.

Importing into DCIPS-PCR

Refer to the DCIPS-PCR or DCIPS-CR User Guide for instructions on importing the spreadsheet into DCIPS-PCR or DCIPS-CR.

Appendix A - Frequently Asked Questions (FAQ)

This appendix provides questions and answers to frequently asked questions.

Who should be using the DCIPS Casualty Report Import Spreadsheet?

The DCIPS Casualty Report Import spreadsheet is primarily for reporting casualties in theaters of operation when a unit or command does not have a dedicated casualty reporting organization, or, field conditions does not support NIPRNET connectivity. The spreadsheet is not meant to be used to report casualties occurring in CONUS or OCONUS non-theater locations.

Can I report casualties from a sister Service?

Yes. However, first check with your supervisor to be sure you are authorized to report a sister Service's casualty.

Can I combine multiple Service casualties on one spreadsheet?

Yes. For example, you can report four Army (USA) casualties and two Marine (USMC) casualties on the same spreadsheet. When entering a casualty in the spreadsheet pick the appropriate Service from the dropdown when using the template, or enter the Service if you created the spreadsheet.

How can I check on the status of the DCIPS websites?

Occasionally, the primary DCIPS websites go down for maintenance or other unexpected events. You may check the DCIPS overall system status on the DCIPS MilSuite site at <https://www.milsuite.mil/book/groups/defense-casualty-information-processing-system-dcips>.

How do I know when to use the DCIPS COOP site?

Check with your casualty headquarters or go to the milSuite site at <https://www.milsuite.mil/book/groups/defense-casualty-information-processing-system-dcips>. The milSuite site will provide information about the status of the COOP site and whether you should use it.

Should I use the DCIPS website for reporting casualties?

Contact your next higher level casualty reporting organization. They will determine if you need access to the DCIPS website to enter or import casualties.

Is the DCIPS team available 24/7?

No. The DCIPS Team is only available during normal duty hours Eastern Standard Time. Please check with your supervisor or casualty operations cell before calling the DCIPS Team.

Where do I get help if the DCIPS Team is not available?

You should always contact your supervisor first. If you are using the Casualty Report Import spreadsheet to create and report casualties, then you should have already been designated this duty by your commander. Your local command is responsible for training and casualty reporting procedures.

Does the DCIPS team help with casualty reporting policy?

No. Casualty reporting policy is contained in Service regulations and policy guidance. Contact your commander or casualty reporting organization for answers to policy questions.