

DEPARTMENT OF THE ARMY
HEADQUARTERS III CORPS AND FORT HOOD
Fort Hood, Texas 76544-5056
20 September 1988

C1, FH Reg 600-8

Personnel - General
OPLAN FOR MASS CASUALTIES

SUPPLEMENTATION: *Local supplementation of this regulation is prohibited except upon approval of AFZF-AG.*

SUGGESTED IMPROVEMENTS: *The proponent of this regulation is the Office of the Adjutant General (AG). Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-AG.*

1. FH Regulation 600-8, 8 August 1988, is changed as follows:
2. Remove old pages and insert new pages as follows.

Remove Old Pages
1 and 2

Insert New Page
1

3. Post this change per DA Pam 310-13.
4. File this change in front of the publication.

FOR THE COMMANDER:



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OVERVIEW

1

General

Mass casualties may occur by

- terrorist activities
- accidents, or
- natural disaster.

It is essential that Fort Hood have an effective plan to deal with such a situation.

This regulation establishes the procedures and taskings necessary to manage mass casualty situations. The sensitivity, publicity and emotionally charged atmosphere associated with mass casualty situations will tax Fort Hood's resources.

1a

Applicability

This regulation covers any mass casualty situation that may occur within the Fort Hood Casualty Area Command (CAC) area of responsibility, see appendix A and applies to all

- activities
- units
- tenant units, and
- activities on Fort Hood.

The AG is

- the executive agent for casualty matters, and
- authorized, in coordination with G3/Directorate of Plans and Training (DPT) to
 - task activities or
 - units on Fort Hood for support required by this plan.

1b

Enemy Forces

Enemy forces, intelligence

- to be provided by the Director of Security (DSEC) as the situation dictates, or
- upon request.

1c

Friendly Forces

Friendly forces supporting units and agencies include all

- III Corps and Fort Hood staff sections
- major subordinate commands (MSCs)
- assigned, or
- attached units.

1d

Mission The mission of the mass casualty plan is to

- identify
- process, and
- report
 - mass casualties in an efficient, and
 - compassionate manner.
- provide mortuary
 - recovery operations
 - casualty reporting
 - notification of next-of-kin (NOK)
 - casualty assistance, and
 - related actions in a timely and efficient manner.

1e

EXECUTION

2

Concept of Operation The AG, in the event of a mass casualty situation, will

- activate the Fort Hood Family Assistance Center (FAC), and
- ensure a 24 hour a day operation.

The FAC will be located in Fiddler's Green Recreation Center, Bldg 2805.

NOTE: Room 6, Bldg 121 will be used if a smaller operation is deemed more appropriate. See appendix B for floor plans.

2a

Augmentation The Fort Hood CAC services office will be augmented, to ensure efficient operation, with additional

- personnel
- equipment, and
- facilities as required.

2b

Installation Casualty Working Group The Installation Casualty Working Group, under the authority of the AG will

- oversee the operation of the FAC, and
- perform those functions described in AR 600-8-1 (Army Casualty and Memorial Affairs and Line of Duty Investigations)

2c

Support	<p>Areas providing support are responsible for their own office equipment less</p> <ul style="list-style-type: none"> ● tables ● chairs ● file cabinets ● phones, and ● facsimile devices. 	2d
<hr/>		
Mass Casualty	<p>In the event a mass casualty event occurs, an AG Casualty Forward (FWD) Team will be prepared to deploy to the site. Composition of this team is shown at appendix C to this regulation.</p>	2e
<hr/>		
Mass Casualty During Mobiliza- tion	<p>In the event the mass casualty event occurs during mobilization, the G3 in coordination with the AG will</p> <ul style="list-style-type: none"> ● determine the units, or ● staff sections to be tasked for support. <p>NOTE: All III Corps and Fort Hood staff sections and MSCs will be prepared to support this plan with personnel and equipment.</p>	2f

RESPONSIBILITIES

3

Adjutant General	<p>The AG will</p> <ul style="list-style-type: none"> ● serve as the Fort Hood executive agent for all casualty matters. ● chair the Fort Hood Casualty Working Group. ● activate and direct the operation of the FAC. ● develop casualty and memorial affairs policies and procedures for Fort Hood. ● augment the CAC office with the necessary personnel to sustain 24 hour operation. ● provide casualty clerks to receiving hospitals to obtain and relay information to the CAC. ● maintain a list of officers and NCOs who have performed duties as casualty assistance officers (CAOs). ● develop and maintain a list of graves registration specialists, military occupational speciality (MOS) 57F, who will augment the Fort Hood mortuary office. These specialists support recovery operations and perform other duties as required. ● administer the <ul style="list-style-type: none"> ● promotions ● evaluation reports, and ● awards and decorations programs for mass casualty victims.
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Adjutant
General
(Continued)

- maintain a current roster of NOK of deceased soldiers to include their
 - name
 - address, and
 - telephone number.
- brief
 - notification officers,
 - CAOs, and
 - summary court officers.
- maintain a list of senior NCOs (E7, E8, or E9) and officers to serve as notification officers or CAOs.
- conduct periodic training for personnel who will augment the CAC/services office.
- coordinate with the Veterans Administration (VA) and Social Security Administration (SSA) to provide personnel to augment the FAC.
- be prepared to operate (DEERS) terminal in Bldg 121 on an extended basis as determined by CAC.
- request support from HQDA as required.
- provide the following personnel to the FAC:
 - 2 - casualty officers (LTC/MAJ)
 - 10 - clerks to perform casualty/mortuary duties
 - 4 - administrative support personnel (mil/civ)
 - 4 - couriers (mil/civ)
- provide the following equipment:
 - 10 - tables and chairs
 - 8 - typewriters
 - 2 - file cabinets
 - 8 - class A telephones with Autovon access
 - 2 - secure facsimile devices.

3a

Aviation Office

The aviation office will

- provide passenger and cargo manifest to the
 - mortuary office
 - CAC
 - safety office, and
 - G3.
- control air space to keep unauthorized personnel from entering the area of the mass casualty event.
- be prepared to provide dedicated aviation support as required by the AG and tasked by the G3.

3b

Chaplain

The Chaplain will

- provide two Chaplains, one
 - major
 - captain
 - Protestant, and
 - Catholic
 - to accompany notifiers and CAOs as requested by the AG.
- provide Chaplains to assist in crisis activities at casualty site.
- provide representatives at the FAC to coordinate Chaplain support for NOK notification, CAOs, and funeral/memorial services.
- provide family counseling services.
- establish a chapel in the FAC.
- designate a chapel near the FAC for 24 hour operation.
- provide the following personnel to the FAC:
 - 2 - Chaplains - Protestant
 - 2 - Chaplains - Catholic
 - 1 - Chaplain - Jewish (if required)
 - 4 - Chaplain's assistants.
- have the following equipment requirements:
 - 4 - tables and chairs
 - 8 - chairs
 - 4 - class A telephones with Autovon access
 - 2 - typewriters
 - 1 - personal computer (PC)/word processor, and
 - 1 - file cabinet.

3c

Directorate of Contracting

DOC will

- assist in the development of and be prepared to issue one time contracts for procurement of contract embalmers and embalming facilities one 40 foot refrigerator van/75 casualties or refrigerated rail cars as requested by the AG. Contracts should be based on the requirement to accommodate up to 500 remains over an undetermined period of time.
- be prepared to issue one-time contracts for other services and facilities as requested by the AG.

Equipment required

- 1-table with chair, and
- 1 - class A telephone with Autovon access.

3d

Directorate of
Engineering and
Housing (DEH)

DEH will

- coordinate temporary facilities at sites as needed.
- coordinate the cleaning of on-post quarters for families of deceased soldiers.
- be prepared to provide temporary lodging for NOK and for personnel assisting in the mass casualty situation.
- provide blankets to the mortuary office for use in mortuary operations.
- be prepared to provide portable latrines to the mass casualty site.

DEH will provide personnel to the FAC as requested by the AG.

DEH equipment requirements will be determined with need.

3e

Director of
Health Services

The Director of Health Services will

- implement the USA Medical Department Activity (MEDDAC) Emergency Preparedness Plan as necessary to support the mass casualty recovery efforts.
- provide staff psychiatrists to assist CAO's in dealing with NOK.
- provide DEERs access upon request of the AG.
- ensure availability of a representative of Social Work Services Office to assist family members as needed.

Instructional material will be developed for presentation to CAOs and included in the CAO packet.

The staff psychiatrists will also assist in the design of the FAC in coordination with the AG.

The Director of Dental Services will

- provide personnel to assist in identification.
- deliver appropriate dental records with panographs to the mortuary office within two hours of the occurrence of the mass casualty incident.
- Personnel and equipment requirements will follow the requirements established in the MEDDAC Emergency Preparedness Plan.

3f

DOIM/USAISC

DOIM/USAISC - Fort Hood, on activation of the FAC, will

- install a minimum of 40 class A telephones with Autovon access and be prepared to install additional lines as required by the AG.
- install six class A telephones with commercial service for use by the families of deceased soldiers.
- provide distribution services to the FAC.
- provide as a minimum 200 of each of the forms listed below to the FAC.
- provide two communication links to support two secure facsimile devices.
- provide additional copying machines as requested by the AG.
- provide two to four PCs with at least two letter quality printers with OCR capability and two dot matrix printers as requested by the AG.
- install a link to the local cable T.V. service in order to monitor local news broadcasts.
- provide 24 hour maintenance service or a support system for installed equipment to ensure 24 hour operation of all installed systems.

LIST OF REQUIRED FORMS

<u>FORM#</u>	<u>TITLE</u>	<u>REQUIRED BY</u>
SF 1034	Public Voucher	F&AO
SF 1080	Voucher for Transfer Between Appropriations and/or Funds	DRM
SF 1203	US Government Bill Of Lading - Privately Owned Personal Property	DOL
SF 1169	Government Travel Request (GTR)	DOL
SF 1174	Claim Unpaid Compensation for Deceased Member of Uniform Services	F&AO
SF 2800	Application for Death Benefits (Federal Employee's Group Life Insurance)	CPO
DA 31	Request and Authority for Leave	AG
DA 397	Claim Certification and Voucher for Death Gratuity Payments	AG
DA 543	Request for Records	AG
DA 638	Recommendation for Award	AG

<u>FORM#</u>	<u>TITLE</u>	<u>REQUIRED BY</u>
DA 1155	Witness Statement on Individual	AG
DA 1156	Casualty Feeder Report	AG
DA 1167	Request for Approval of Form	ALL
DA 2204-R	Casualty Assistance Report	AG
DA 2273-R	Statement of Identification (LRA)	AG
DA 3078	Personal Clothing Request	AG
DA 4475	Data Required by the Privacy Act of 1974 - Personal Information from the NOK of Deceased Service Member (LRA)	AG
DA 5327-R	Bona Fide Dependent Declaration (Military) (LRA)	AG
DA 5329-R	Escort Report (LRA)	AG
DA 5330-R	Release of Remains for Local Disposition (LRA)	AG
DA 5516	Casualty Assistance Referral Card	AG
DA 2173	Statement of Medical Examination and Duty Status	AG
DA 2496	Disposition Form	AG
DA 2139	Military Pay Voucher	AG
DD 565	Statement of Recognition	AG
DD 890	Record of Identification Processing Effects and Physical Data	AG
DD 891	Record of Identification Processing: Dental Records	AG
DD 892	Record of Identification Processing: Skeletal Chart	AG
DD 893	Record of Identification Processing: Anatomical Chart	AG
DD 894	Record of Identification Processing: Fingerprint Chart	AG
DD 897-R	Physical and Dental Comparison Chart (LRA)	AG
DD 1172	Application for Uniformed Services Identification and Privilege Card	AG
DD 1375	Request for Payment of Funeral and/or Internment Expenses	AG

<u>FORM#</u>	<u>TITLE</u>	<u>REQUIRED BY</u>
DD 1884	Survivor Benefits Plan - Application for Annuity	AG
DD 2063	Record of Preparation and Disposition of Remains (Within CONUS)	AG
DD 173/3	Joint Message Form	ALL
DD 261	Report of Investigation - Line of Duty and Misconduct Status	AG
DD 1155	Order for Supplies for Purchases and Services Other than Personal	DOC
DD 1351-2	Travel Voucher or Subvoucher	F&AO
DD 1351-4	Voucher or Claim for Dependent Travel and Dislocation Trailer Allowance	F&AO
DD 1701	Inventory of Household Goods	DOL
DD 1299	Application for Shipment and/or Storage of Personal Property	DOL
DD 1164	Service Order for Household Goods	DOL
DD 1796	Personal Property Counseling Checklist	DOL
DD 1131	Cash Collection Voucher	

3g

Directorate of Logistics (DOL)

DOL will

- take action to obtain Army green uniforms with all authorized appurtenances for mass casualty victims as requested by the AG.
- take action to obtain the following supplies as requested by the AG for mortuary operations:
 - interment flags and cases,
 - rubber sheets,
 - human remains pouches
 - gloves,
 - unionalls,
 - name plates,
 - safety pins,
 - tape
 - identification tags,
 - transfer cases, and
 - other required supplies.

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Directorate of
Logistics (DOL)
(Continued)

- identify and be prepared to transport at least 50 portable partitions to the FAC
- be prepared to obtain additional partitions as required, and
- take action to obtain equipment required by this plan, i.e.
 - tables,
 - chairs, and
 - other such office equipment .
- provide on a 24 hour basis
 - cleaning,
 - laundry,
 - pressing, and
 - serving services for clothing for
 - remains,
 - funeral details,
 - flags, and
 - personal effects for shipment.

Be prepared to provide these same services to the notification officers and CAOs upon request.

- provide on a 24 hour basis transportation for the movement of
 - remains,
 - escorts,
 - funeral details,
 - CAOs. and
 - primary next-of-kin (PNOK)
- be prepared to store personal effects and private and government equipment until accountability can be reestablished.
- identify and coordinate use of refrigerated units for the storage of human remains with DCCA and the CAC/service office.
- support a temporary morgue upon request of the AG.
- provide for "BLUE BARK" (Priority) shipment of personal effects and household goods.
- provide waterproof boxes (approximately 2' X 2 1/2') for collection of
 - personal effects,
 - organizational equipment,
 - associated and non-associated items.
- provide for final movement of families (PNOKs).
- provide 10 sedans with drivers on a 24 hour basis to the FAC.
- provide one 24 passenger bus with driver on a 24 hour basis to the FAC.

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Directorate of
Logistics (DOL)
(Continued)

NOTE: Use of these vehicles will be as directed by the AG and DOL will provide the vehicle control.

DOL will provide the following personnel to the FAC:

- 2 - Logistics Management Specialists (GS-11, GS-09)
- 1 - Traffic Management Specialists (GS-11, GS-07)
- 1 - Transportation Administrative Assistant (GS-05)
- 2 - Personnel Movements Specialists (GS-06, GS-05)
- 4 - Personal Property Shipment Specialists (GS-09, GS-06)
- 2 - Transportation Motor Pool (TMP) Operations Specialists (GS-09, GS-07)

DOL will provide the following equipment

- 7 - tables with chairs
- 7 - class A telephones with Autovon access
- 5 - cots with blankets and pillows.

3h

Directorate of
Personnel and
Community
Activities
(DPCA)

DPCA will

- provide Fiddler's Green Recreation Center for the FAC.
- be prepared to provide Bowler's Green and Abrams Field House as secondary support sites as requested by the AG.
- coordinate with the FAC to provide volunteer support from the
 - Army Community Service (ACS),
 - Officer and NCO Wives Clubs,
 - American Red Cross, and
 - other support groups for families of the mass casualty event.
- provide Army Emergency Relief (AER) support in the FAC.
- Fund travel orders and maintain accurate cost data for future use on the travel of
 - notification officers,
 - CAOs,
 - funeral details, and
 - other support.
- coordinate with Army Air Force Exchange Service (AAFES) to operate a 24 hour refreshment facility and a small Post Exchange (PX) providing family comfort items in the FAC.
- provide a reception area for receipt and disposition of
 - letters,
 - fund donations,
 - gifts, and
 - memorials.

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Directorate of
Personnel and
Community
Activities
(DPCA)
(Continued)

DPCA will provide the following personnel to the FAC:

- 2 - AER officers
- 2 - Administrative Support Specialists
- 2 - Installation Volunteer Coordinators.

DPCA will provide the following equipment

- 4 - tables with chairs
- 1 - typewriter or word processor/PC
- 4 - class A telephones with Autovon access
- 1 - facsimile device.

3i

Directorate of
Security (DSEC)

The DSEC will

- establish liaison with appropriate intelligence and security agencies
- monitor the terrorist threat situation to advise
 - the commander,
 - selected staff elements, and
 - tenant activities as appropriate.
- obtain, process and disseminate appropriate intelligence information, to include characterizations as appropriate.
- notify central clearance facility (CCF) of deceased soldiers with security clearances.

DSEC will

- provide the following personnel to the FAC to assist in screening survivors/family members having information of potential intelligence value
 - 2 - personnel (MOS/speciality to be determined)
 - 2 - admin support personnel (as required by DSEC)

DSEC will provide the following equipment

- 1 - table and chair
- 1 - class A telephone with Autovon access.

3i

Headquarters
Command

Headquarters command will

- provide support as requested by the AG or tasked by G3.
- provide the following personnel to the FAC:
 - 1 - NCO (E6/E7)
 - 3 - soldiers (E4/E5).

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Headquarters
Command
(Continued)

- provide the following equipment
 - 2 - tables with chairs
 - 2 - class A telephones with Autovon access.

3k

Provost Marshall
Office (PMO)

The PMO will

- provide access control for the FAC on a 24 hour basis.
- provide traffic and crowd control for the
 - casualty scene
 - identification areas, and
 - other areas as requested by the AG.
- provide traffic control at
 - designated parking areas, and
 - other areas as the situation dictates.
- coordinate with local, county, and state law enforcement authorities as necessary to assist in the mass casualty situation.

PMO will provide the following personnel to the FAC:

- 1 - MP Officer
- 3 - MP's (NCO's).

NOTE: These personnel represent the Provost Marshall and will direct and control all MP operations.

The PMO will provide the following equipment:

- 2 - tables with 4 chairs each
- 3 - class A telephones with Autovon access.

3l

Public Affairs
Office (PAO)

PAO will

- serve as the official spokesperson for the release of all information related to a mass casualty event and as such maintain close liaison with the Chief, CAC and the FAC.
- establish a Press Center in the III Corps and Fort Hood PAO.
- coordinate "goodwill" projects in conjunction with the G5.

PAO will provide the following personnel:

- 1 - Press Officer - major
- 1 - Deputy Press Officer - captain

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Public Affairs
Office (PAO)
(Continued)

- 1 - Public Affairs Specialist (civ, grade as determined by PAO)
- 1 - Public Affairs NCO
- 2 - Public Affairs Officers - captain (TB provided from MSC assets as tasked by G3).

PAO will provide the following equipment:

- 1 - 24 passenger bus
- 1 - mobile telephone.

3m

Staff Judge
Advocate (SJA)

SJA will

- provide legal advice to the CAC office on release of
 - information,
 - disposition of remains and personal effects, and
 - relations with civilian attorneys and off post activities.
- brief CAOs and Summary Court Officers as required.
- provide legal assistance to authorized personnel.
- serve as the sole point of adjudication and payment of all claims arising from the mass casualty incident.
- serve as liaison with civil authorities as needed.

SJA will provide the following personnel.

- 2 - SJA officers (LTC/MAJ)
- 4 - Legal Assistance Officers (CPT/LT)
- 2 - Claims Officers (CPT)
- 2 - NCOIC/Notaries (SGT)
- 4 - Clerk Typists (E4/GS4)

SJA will provide the following equipment

- 7 - tables with chairs
- 4 - class A telephones with Autovon access
- 1 - facsimile machine.

3n

G-1

G-1 will

- identify officers in the grades of captain or major to serve as
 - notification officers,
 - CAOs, and
 - summary court officers.
- provide G3 Tasking with a list of units or staff agencies to be tasked to support the requirements stated above.

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G-1 (Continued) G-1 will provide the following personnel

- 2 - Plans Officers (Maj or Cpt)
- 2 - Administrative support personnel (civ or mil)

G-1 will provide the following equipment

- 2 - tables and chairs
- 1 - class A telephone with Autovon access.

3o

Safety Office

The III Corps Safety Office will provide personnel assistance as required to coordinate and report safety issues.

3p

G-3/DPT

G-3 will

- provide tasking support as requested by the AG.
- Provide cannons for military honors.
- coordinate taskings to provide air transportation, when ground transportation would not be considered timely for
 - notifiers,
 - CAOs,
 - funeral details for assistance to families, and
 - funeral support services.

G-3 will provide the following personnel to the FAC

- 1 - Tasking NCO
- other personnel as required.

G-3 will provide the following equipment

- 1 - table and chair
- 1 - class A telephone with Autovon access.

Task for the following equipment and personnel for the FAC

- two secure facsimile devices
- radio systems as requested by the AG
- 2 - Public Affairs Officers (Cpt) (one from each division)

Task for personnel to accomplish physical labor at the crash site and at the mortuary site.

Establish and provide fund cites to the CAC Office which can be used immediately to support a mass casualty situation.

3q

13th SUPCOM

13th SUPCOM will

- provide graves registration personnel and equipment for
 - search,
 - recovery, and
 - transportation of remains on a 24 hour basis.
- provide all assigned graves registration specialists to the mortuary office upon request.
- provide heavy equipment to assist in accessing remote and rough terrain areas.
- provide mess team and equipment to support recovery actions.

3r

47th EOD

The 47th EOD will provide EOD teams to remove and dispose of any explosive materials.

3s

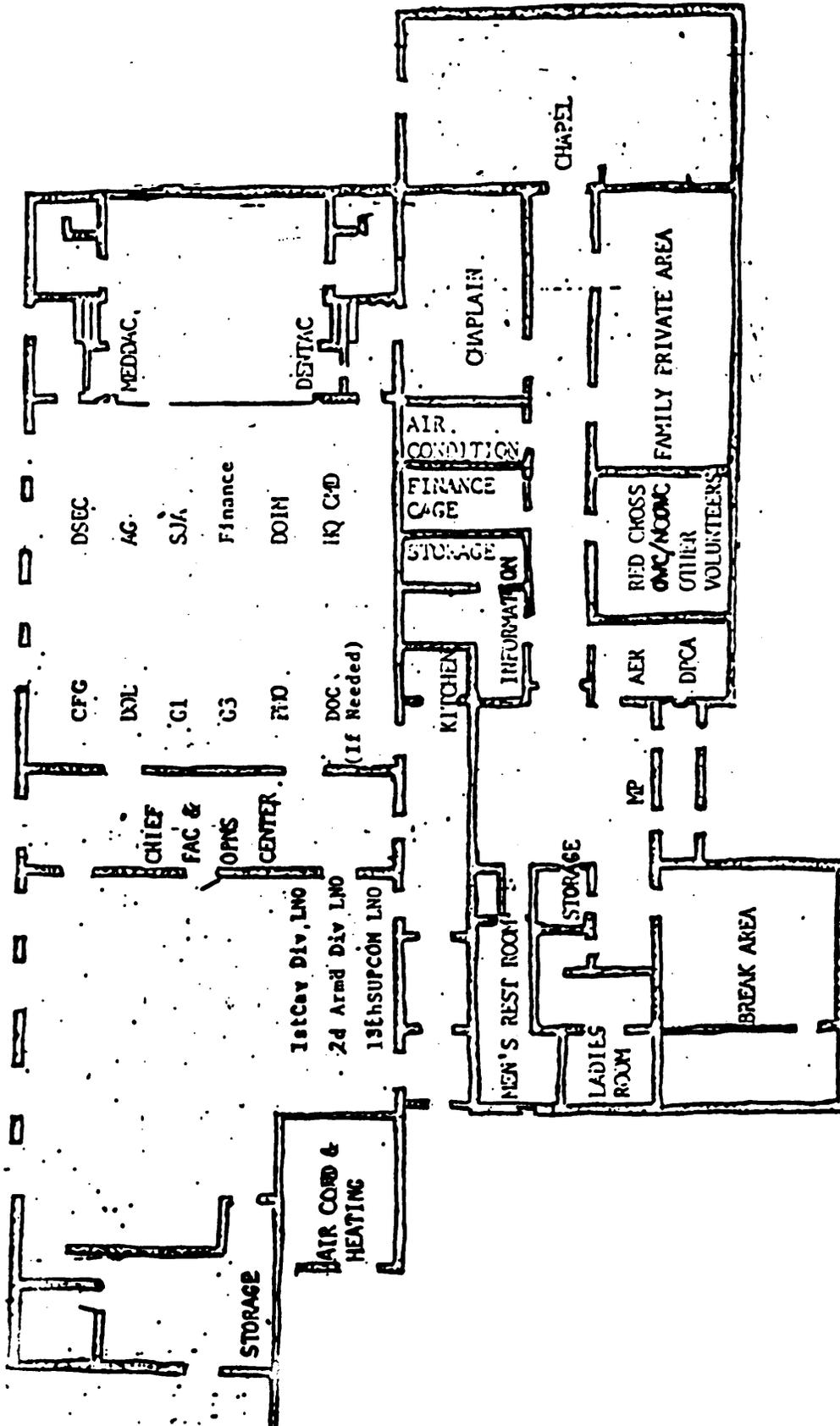
Corps Finance Group (CFG)

CFG will

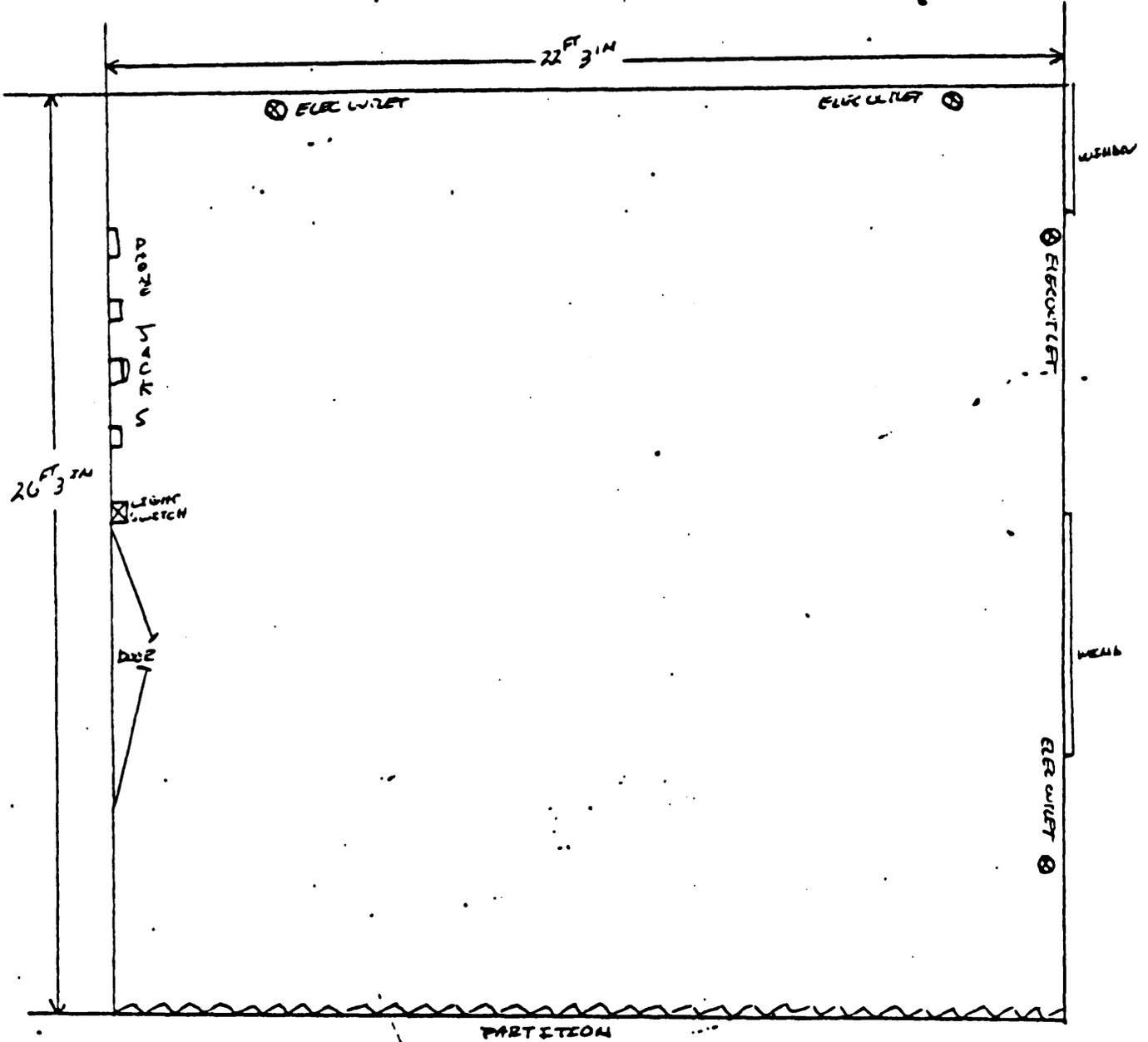
- serves as the single POC with the USA Finance Accounting Center for all matters related to pay and allowances.
- expedite payment of death gratuity and remaining pay entitlements.
- provides TDY funds on a 24 hour basis for
 - Notification Officers
 - CAOs,
 - escorts,
 - funeral details, and
 - other personnel as requested by the AG.
- settle ITO claims.
- Provide the following personnel to the FAC:
 - 1 - team chief
 - 2 - finance specialists
 - 1 - cashier.
- provide the following equipment
 - 2 - tables and chairs
 - 1 - class A telephone with Autovon access.

3t

APPENDIX B
FIDDLER'S GREEN RECREATION CENTER (BLDG 2805) FLOOR PLAN



FLOOR PLAN, ROOM 6, BLDG 121



APPENDIX C
MANNING

Personnel III Corps and Fort Hood agencies and units will be prepared to deploy the following personnel and equipment to a mass casualty site:

<u>PERSONNEL</u>	<u>ACTIVITY/UNIT</u>
1-AG Casualty (FWD Tm Chief (LTC, MAJ)	AG
1-AG Casualty (FWD) D. Tm Chief (MAJ, CPT)	AG
2-Casualty clerks	AG
2-Graves registration specialists	AG
1-SJA officer (MAJ, CPT)	SJA
2-Chaplain Officers (MAJ, CPT, Protestant, Catholic)	Corps Chaplain Office
1 Military Police (MP) Platoon	PMO/89th MP Bde
Communications personnel as required	Corps Signal Office
Medical Team(s)	Dir, Health Sers
2-PAO or 1 PAO & 1 NCO	PAO
1-Mess Team	13th SUPCOM
1-Mobile Pay Team	Corps Finance GP

C-1a

Equipment Teams and platoons will deploy with their organic equipment in order to provide site support operations.

Other site support will be provided by Headquarters Command, III Corps and Fort Hood and includes, but is not limited to:

- 2 - sedans
- 2 - jeeps or equivalent
- 2 - 2 1/2 ton trucks
- 2 - general purpose (GP) tents
- 2 - light sets
- 2 - 5KW generators
- 2 - radios

C-1b

Transportation Transportation to and from the site will be by wheeled vehicle unless otherwise directed.

C-1c

Corps Finance Corps finance group provides funds for use at the site by the deputy team chief. These funds are used for emergency purchases necessary to ensure site support is timely and uninterrupted.

C-1d

Provost Marshal Office (PMO) The PMO is authorized to request additional MP's if the situation requires more than one platoon force.

C-1e