

**Input New Casualty Mission into CMM Database Process: To track mission output and participants within a State using the Casualty Mission Management (CMM) database**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Access G1 Data Portal Website and login with Common Access Card (CAC)	Casualty Operations Section Chief opens a new webpage, enters the G1 Data Portal Website, and logs in with their CAC. User must be registered on Army Knowledge Online (AKO) in order to gain access.			G1 Data Portal Website	
2	Navigate to Casualty Mission Management (CMM) application (CMM, G1 Data Portal Website)	State-Level User clicks on "G1" button in upper left hand corner of the G1 Data Portal home page, then navigates in the drop down menu to "Soldier Services" and then to "CMM" to enter the Casualty Mission Management application.			CMM G1 Data Portal Website	
3	Click on "New Mission Request" (CMM)	State-Level User clicks on "New Mission Request" which is located on the on the left side of the top tool bar.			CMM	
4	Known SSN?	State-Level User may know the fallen Soldier's SSN. If the SSN is unknown, a placeholder number is assigned to the Soldier.				
5	Enter SSN (CMM)	If SSN is known, the State-Level User enters the 9 digit number in the box provided.			CMM	
6	Click on "Retrieve data" (CMM)	State-Level User clicks on "Retrieve data" after the SSN is entered or if the SSN is unknown.			CMM	

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7	Input required information (CMM)	State-Level User inputs required information (identified with a red * next to the field name). If the Soldier is in the ARNG database, some information will automatically populate; otherwise, manual input of information is required. The comments section allows for the capture of other useful information such as any administration or logistical notes, suggestions, and concerns raised by the Soldier's Family. Information regarding the next of kin (NOK) can be found on the Soldier's DD Form 93.		DD Form 93	CMM	
8	Click on "Save Mission Info" (CMM)	After populating required fields, State-Level User clicks on "Save Mission Info."			CMM	
9	Add Officer and/or Chaplain?	State-Level User can add an Officer and/or Chaplain as needed.				Officers include: Casualty Notification Officer (CNO), Casualty Assistance Officer (CAO), Summary Court Martial Officer (SCMO), and Escort Officer (EO).
10	Click on "Management Center" (CMM)	State-Level User clicks on "Management Center" which is located on the left side of the top tool bar.			CMM	
11	Click on appropriate tab (CMM)	A new window automatically opens and the State-Level User clicks on the tab they wish to add a Soldier to. CNO, CAO, Chaplain, SCMO, and EO have one tab for each.			CMM	
12	Enter participant's last name (CMM)	State-Level User enters the participant's last name in the box located on the right side of the page.			CMM	

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13	Click on "search ARNG soldiers" (CMM)	State-Level User clicks on "search ARNG soldiers" after entering the participant's last name.			CMM	
14	Click on participant's SSN (CMM)	State-Level User clicks on participant's SSN to add the participant to the main list.			CMM	
15	Add another Officer and/or Chaplain?	State-Level User repeats steps 10-14 to add additional Officers/Chaplains.				Officers include: Casualty Notification Officer (CNO), Casualty Assistance Officer (CAO), Summary Court Martial Officer (SCMO), and Escort Officer (EO).
16	Add non-ARNG participant?	State-Level Users can add a non-ARNG participants information to the State dashboard.				The non-ARNG participant's information is saved under the State based on the location of the mission and the NOK. This results in the participant's information being saved in two States.
17	Click on "Add Non-ARNG Participant" (CMM)	State-Level User clicks on "Add Non-ARNG Participant" located on the right side of the management center homepage.			CMM	
18	Input required information (CMM)	State-Level User inputs required information. This includes: Service, Rank, SSN, Unit Name, Last Name, First Name, State, Zip, and Certification Date.			CMM	
19	Click on "Insert Record" (CMM)	State-Level User clicks on "Insert Record" after inputting all information.			CMM	
20	Add another non-ARNG participant?	State-Level User repeats steps 17-19 to add additional non-ARNG participants.				

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21	Add participant to another tab?	If the participant is eligible to service more than one role, it might be necessary for the State-Level User to add the participant to more than one tab.				
22	Click on page icon in the appropriate column (CMM)	In the participant's row, the State-Level User clicks on the page icon in either the CNO, CAO, Chaplain, SCMO, or EO column.			CMM	
23	Click on appropriate tab (CMM)	After clicking on the appropriate column, the State-Level User clicks on either the CNO, CAO, Chaplain, SCMO, or EO tab. After clicking on the page icon and tab, the participant will be added to the role.			CMM	
24	Add certification date?	State-Level User may need to add a certification date for the participant.				This only applies to CNO and CAO.
25	Click on participant's pencil icon (CMM)	State-Level User clicks on the participant's pencil icon which is located at the left end of the participant's row.			CMM	
26	Click on calendar icon (CMM)	State-Level User clicks on the calendar icon to enter the certification date.			CMM	
27	Click on certification date (CMM)	State-Level User clicks on the certification date. State-Level User can use the side arrows to move between months.			CMM	
28	Click on disk icon (CMM)	Once the date is selected, the State-Level User clicks on the disk icon to save the information. The disk icon is located at the left end of the participant's row.			CMM	
29	Assign participant to mission?	State-Level User can assign mission roles to participants. On the main mission information page, the right displays the sign participant and the left displays a region in which participants can be added to any role. The roles include: CNO, CAO, Chaplain, SCMO, and EO.				Level User has the option to choose a participant within 50 miles of the mission event or outside 50 miles of the mission event.

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30	Click on appropriate drop down arrow (CMM)	State-Level User clicks on appropriate arrow (CNO, CAO, Chaplain, SCMO, and EO) to add a participant to a role.			CMM	
31	Select participant's name (CMM)	State-Level User selects the participant's name in the drop down list.			CMM	
32	Click on participant's SSN (CMM)	To select an assigned NOK, the State-Level User clicks on the active link of the SSN under "Edit Record."			CMM	
33	Enter mission date (CMM)	State-Level User enters the start and end date of the mission. State-Level User can manually enter the date or use the calendar icons to select the date.			CMM	
34	Enter estimated cost (CMM)	State-Level User enters the estimated cost for the participant to complete the mission.			CMM	
35	Select Primary, Secondary, or Both (CMM)	In the assigned NOK row, the State-Level User selects Primary, Secondary, or Both to assign a NOK to the participant in the mission.			CMM	
36	Click on "Save" (CMM)	State-Level User clicks on "Save" to update the record.			CMM	
37	Click on "OK" (CMM)	A pop-up screen appears and the State-Level User clicks on "OK."			CMM	
38	Assign another participant to mission?	State-Level User repeats steps 30-36 for each participant assigned to the mission.				
39	Review all information (CMM)	Before completing the mission entry, the State-Level User reviews all information entered for the mission to ensure accuracy.			CMM	
40	Click on "Save Mission Info" (CMM)	After reviewing all the information related to the mission, the State-Level User clicks on "Save Mission Info."			CMM	
41	Click on "Log Out" (CMM)	State-Level User clicks on "Log Out" which is located on the on the top right side of the page.			CMM	