

Run Mission Report Process: To show the Casualty Operations Section Chief details about each mission that was undertaken

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)	Casualty Operations Section Chief 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 "Reporting Center" (CMM)	Casualty Operations Section Chief clicks on "Reporting Center" located on the top toolbar.			CMM	
4	Choose "Fiscal Year" and "Start Month" and "End Month" (CMM)	Casualty Operations Section Chief uses the triangle icons to change the Fiscal Year and to choose the start month and end month.			CMM	
5	Click on "Run Report" (CMM)	Casualty Operations Section Chief sees a report broken down by: State, State description, Missions, CNO, CAO and Chaplain.			CMM	ARNG Soldier and Family Support Division (ARNG-HRS) can also run the report by individual State.