

# Personnel Casualty Report Message

Ref: [3PM, Enclosure \(7\)](#)

TO COGARD INTSUPRTCOM \_\_\_\_\_  
 COGARD INTSUPRTCOM \_\_\_\_\_  
 CCGD \_\_\_\_\_  
 CCGD \_\_\_\_\_  
 COMDT COGARD WASHINGTON DC//CG-1222/CG-111/CG-112/CG-131/CG-2-CGIS//  
 INFO COGARD PSC TOPEKA KS  
 COMCOGARD PERSCOM ARLINGTON VA//EPM// (or opm or rpm)  
 FHTNC NORFOLK VA  
 AFNEWS LACKLAND AFB TX//HN//  
 COGARD MLC LANT NORFOLK VA//KSE//

BT

UNCLAS FOUO //N01770//

SUBJ: PERSONNEL CASUALTY REPORT

1. THE FOLLOWING INFO IS PROVIDED: *Initial report with Alpha thru Golf required within 4 hours*

<b>Alpha</b>	Name: Rank or rating, name, SSN. If deceased dependent show both dependent and member.
<b>Bravo</b>	Status: Regular; Reserve on EAD, ADT, IDT, etc.; Dependent; or Retired
<b>Charlie</b>	Type of casualty: <u>Alive</u> , <u>Missing</u> , or <u>Dead</u> . If alive, include severity: <u>NSI</u> (not seriously ill/injured): requires medical attention, may or may not require hospitalization, classified by medical authority as less than SI. <u>SI</u> (seriously ill/injured) severity of injury is permanent and life-altering (e.g. amputation), <i>or</i> medical authority declares death is possible but not likely within 72 hours. <u>VSI</u> (very seriously ill/injured) medical authority declares death “more likely than not” within 72 hours.
<b>Delta</b>	Date, time, place, circumstance & cause. Be clear about time zone.
<b>Echo</b>	Location where hospitalized (if alive), <i>or</i> location & disposition of remains (if dead)
<b>Foxtrot</b>	Full name, address & relationship of NOK. Always include parents as well as spouse or kids. If parents are dead, not known, or status unknown, clearly report that. Verify when possible (within time limits available). An UPDATE is <u>required</u> if there are changes or corrections.
<b>Golf</b>	Notification of Next Of Kin (NOK). Be specific: DTG when notified, by whom, how, etc.
<b>Hotel</b>	Report all investigations. Show type (AIM, Mishap), convening authority, date ordered. For illness (alive or dead), report “NONE REQUIRED.”
<b>India</b>	Date validated BAH/Dep, PSC-2020D, Emergency contact info, SGLI, FSGLI & PADD
<b>Juliett</b>	Beneficiary(ies) for death gratuity
<b>Kilo</b>	Line of duty determination (if dead from illness in duty status, LOD is YES & no AIM required)
<b>Lima</b>	SGLI: coverage & beneficiaries from most recent SGLV-8286 FSGLI: on spouse (100K USD, 60K USD, NONE, etc.), on child (10K USD automatic)
<b>Mike</b>	Beneficiary for unpaid pay and allowances
<b>November</b>	Predeceased or prior spouse cases ( <i>because this might effect SBP, or children with prior spouse</i> )
<b>Oscar</b>	Identification of a potential third party claim ( <i>e.g., driver of vehicle that hit and killed a Coastie</i> )

2. **Unit POC & phone.** May also report DAO, CACO, SPO.

*Hint It's okay to use comments like NONE, PENDING, N/A, UNK, TBD.*

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## Key points about personnel casualty reports (CASREPs).

1. Initial report due within 4 hours. **Four. Hours.** Duty officers should be authorized and trained to release a timely personnel casualty report. Any questions???
2. Key reference is enclosure (7) to the Personnel & Pay Procedures Manual (3PM), PSCINST M1000.2A, <http://www.uscg.mil/hq/cg1/psc/3pm.asp>.
3. Casualty reports are exempt from MINIMIZE.
4. CASREPs are FOUO and transmitted within the CG message system. Multiple echelons of Coast Guard command use these messages for authorized purposes—and carefully protect their contents. Delayed reporting or reduction of detail interfere with proper information flow. Concerns regarding a member's privacy may be well-meant but are misguided attempts to protect an individual or NOK.
5. Key paragraphs for an initial CASREP are: **A, B, C, D, E, F, G.**
  - ▶ The initial report DOES NOT have to have every detail. For example, do not worry about LIMA (life insurance) at the 4-hour point. (That should be solid by the 24-hour point or earlier.)
  - ▶ **ALPHA:** SSN required because of inter-service coordination. EMPLID optional. *Hey, it's FOUO.*
6. Note that Foxtrot reports NOK. At a minimum, include spouse (if any), kids (if any), and **parents.**
  - ▶ **Parents must be clearly listed.** If parents are deceased or unknown then **clearly report that.**
7. Note that Golf reports notification of NOK. Be specific.
  - ▶ Who did it? (duty officer, CACO & chaplain, CO & chaplain, etc.)
  - ▶ How did they do it? (in person, by phone) *For SI, VSI, & missing, notify 24/7, phone is okay.*
  - ▶ Where done? (at home)
  - ▶ When? (DTG, local time is fine but be clear about time zone) *For death, notify 0600-2400 local.*
  - ▶ Precisely who was told? (spouse, father, etc.)
  - ▶ If pending, why it's pending and estimated time for completion.

## For the CASREP cheat sheet (quick reference), note three things:

1. Addressees are all up-to-date as of September 2008.
2. Subject line is "PERSONNEL CASUALTY REPORT." The first three words MUST be "personnel casualty report." Amplify if needed. **Do not put a person's name on a subject line.** Examples:
  - ▶ PERSONNEL CASUALTY REPORT
  - ▶ PERSONNEL CASUALTY REPORT - INITIAL
  - ▶ PERSONNEL CASUALTY REPORT UPDATE
  - ▶ PERSONNEL CASUALTY REPORT - DEPENDENT
  - ▶ PERSONNEL CASUALTY REPORT UPDATE – LCDR
  - ▶ PERSONNEL CASUALTY REPORT UPDATE – 1008899
3. Classification is "**UNCLAS FOUO.**" **Do not use caveats** such as LIMDIS. Caveats defeat the routing system. Don't do it.