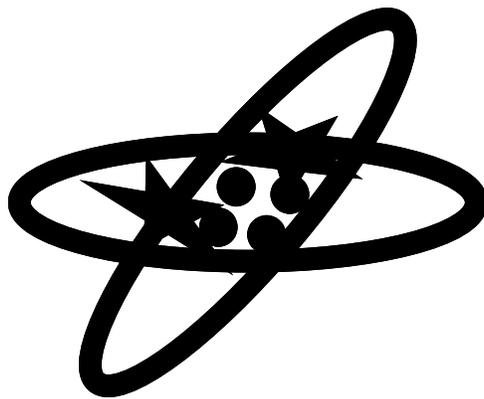


U.S. Department of
Homeland Security

United States
Coast Guard



ET2 UNIT 1: ADMINISTRATION



U. S. Coast Guard
Pamphlet No. P22202
(11/09)



ET2 UNIT 1: ADMINISTRATION

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U. S. Coast Guard
Training Center
Petaluma, CA. 94952
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QUESTIONS ABOUT THIS TEXT SHOULD BE
ADDRESSED TO THE SUBJECT MATTER SPECIALIST
FOR THE ET RATING

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Acknowledgments and References

Acknowledgments

Material is included in this pamphlet through courtesy of the designated source. The Coast Guard appreciates permission of the source to use this material, which contributes greatly to the effectiveness of this course. No copies or reproductions of the material are authorized without permission of the appropriate source.

The Coast Guard wishes to thank the following individuals for their expertise and support in the development of this document:

ETC Chris Meyer

ETCS Aaron Cordell

ETC David Baker

ETC Travis Silver

List of References

This pamphlet contains original material developed at the U. S. Coast Guard Training Center, Petaluma, California, and excerpts from the following technical publications:

- Electronics Manual, COMDTINST M10550.25 (series)
- CMPlus Users Guide
- MLC Standard Operating Procedures
- Simplified Acquisitions Procedures Handbook, COMDTINST M4200.13 (series)
- Supply Policies and Procedures Manual (SPPM), COMDINST M4400.19 (series)
- ELC Support Gram
- Operational Reports NWP 1-03-1
- Casualty Reporting Procedures (CASREP), COMDINST M3501.3
- Ship's Maintenance and Material Management (3M) Manual, OPNAVINST 4790.4 (series)
- Ordnance Manual, COMDINST 8000.2 (series)

Notice to Students

Purpose	This pamphlet serves as a training aid to provide you with a general knowledge of Administration tasks required of an ET2.
Important Note	This text has been compiled for TRAINING ONLY. It should NOT be used in place of official directives or publications. The test information is current according to the references listed. You should, however, remember that it is YOUR responsibility to keep up with the latest professional information available for your rating. Current information is available from the Enlisted Performance Qualifications version (03-2009).
Course Content	This course content is based on the requirements stated in the Enlisted Performance Qualifications version (03-2009).
Record of Changes	From time to time courses, after they are printed, have minor editorial changes made to them by the Subject Matter Specialist that do not require a new course. The student is responsible for any changes made to the course after printing and receipt from the Coast Guard Institute. The Coast Guard Institute will post on their web site a listing of current changes based on the course code and edition that should be downloaded in a .pdf format and entered in the current course material. The Coast Guard Institute will send an errata sheet out with each ordered course that list the required changes.
Pamphlet Content	<p>This pamphlet contains seven lessons:</p> <p>Lesson 1: How to Procure spare parts, modules and maintenance supplies</p> <p>Lesson 2: How to Validate the unit's test equipment calibration program</p> <p>Lesson 3: How to Generate a Casrep</p> <p>Lesson 4: How to Submit an OPNAV 4790 C/K</p> <p>Lesson 5: How to Verify accuracy of the unit's CGPMS</p> <p>Lesson 6: How to Document local destruction of electronic equipment</p> <p>Lesson 7: How to Process Mandatory Turn In Repairables</p>

Notice to Students (Continued)

Learning Objectives

Read the learning objectives before you begin reading the text. The objectives will guide you through the text and help you answer the questions in the self-quiz at the end of each lesson.

Quizzes

Each lesson has a self-quiz and each pamphlet has a pamphlet review quiz. You will find the answers to each quiz on the pages following the quiz. Included are the reference pages for the answers.

These self-quizzes are meant to check your comprehension of the material you covered. If you are having problems understanding a section, go through it again or ask someone for help. The pamphlet review quiz questions are samples of the type of questions you will find on the end-of-course-test (EOCT).

SWE Study Suggestion

Servicewide exam questions for your rate and pay grade are based on the Professional and Military Requirements sections of the Enlisted Performance Qualifications version (03-2009).

If you use the references from this text and consult the Enlisted Performance Qualifications, you should have good information for review when you prepare for your Servicewide Exam (SWE).

Lesson 1

HOW TO PROCURE SPARE PARTS, MODULES, AND MAINTENANCE SUPPLIES USING GOVERNMENT AND COMMERCIAL SOURCES.

Overview

Introduction

Any person in the Coast Guard can initiate and submit a requisition for supplies and/or services. The requisition is merely a document that identifies a specific need. Many different documents are used to procure supplies and services. As an ET2, your job will be to:

- Identify the need for supplies and/or services
 - Determine the correct source of supply (SOS)
 - Determine the correct form to use
 - Provide the required information
 - Submit the requisition via your chain of command
-

Objectives

Given specific scenarios, a Requisition Job Aid, a FED LOG Job Aid, or a CMPlus job aid, **PROCURE** spare parts, modules, and maintenance supplies using government and commercial sources IAW the Simplified Acquisitions Procedures Handbook.

References

The following references were used for this lesson:

- Simplified Acquisitions Procedures Handbook, COMDTINST M4200.13 (series)
 - Supply Policies and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
 - SFLC Support Gram
 - Fedlog Users Guide
 - CMPlus Users Guide
-

Requisition Methods

Introduction

There are five methods used to acquire supplies and/or services in the Coast Guard. In order of priority, they are:

- Configuration Management Plus (CMPlus)
 - Mandatory Turn-in Repairable (MTR)/Depot-Level Repairable (DLR)
 - Excess materials from the Coast Guard and other government agencies (DRMO)
 - Military Standard Requisitioning and Issue Procedures (MILSTRIP)
 - Direct purchase from a commercial source
-

CMplus

Configuration and Management Plus (CMPlus) was developed by the Coast Guard to support the unit's supply mission by ensuring that materials and parts are available in sufficient quantity and quality to meet unit maintenance needs for operational readiness. An ET can requisition a part from the storeroom by sending the Storekeeper an Initial Request (IR) through CMPlus. Use the CMPlus Job Aid to create an initial request.

Mandatory Turn-In Repairable /Depot-Level Repairable

MTR and DLR items must be transferred off the unit for repair. The items will be put back into service at a later time.

MTR items are Coast Guard supported and use a Cognizance Code (COG) of 0C. The prior COG code of XB is no longer used. MTR/0C items are a one for one trade. When a 0C part is ordered, the part is sent to the unit and unit returns the bad part at no cost to the unit.

DLR items are Navy supported and use a COG code beginning with 7. DLR items have a net price and a unit price listed in Fed Log. The net price is paid when the carcass is returned, and a unit price is paid when no turn in item is available.

Continued on next page

Requisition Methods (Continued)

Excess Materials

Excess materials (i.e., materials from the Coast Guard or other Government agencies) can be obtained from DRMO or ELC. These items are considered to be excess inventory that are available within the agency.

MILSTRIP

MILSTRIP is a DOD Defense Logistics Management System consisting of standards, procedures, codes, formats, and documents for requisitioning material from the Federal stock system.

MILSTRIP facilitates the exchange of logistics data using:

- Electronic communications
 - Mail
 - Telephone
 - Courier between requisition and source of supply
-

Direct Purchase

Direct purchase is used as the last option when supplies and/or services cannot be requisitioned from the Federal Government. Federal Acquisition Regulations (FAR) provide the means to translate Presidential and Congressional commercial procurement policies and statutes for all Federal agencies. The Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), provides internal guidance for overall FAR policies for Coast Guard commercial procurements

Submitting a Requisition

Requisition Procedure

Perform the following procedure when submitting a requisition:

Step	Action						
1.	Check with your local command to determine if the supplies and/or services have been purchased in the past.						
2.	Determine a source of supply (SOS) for supply and/or service items. <i>Note:</i> The SOS for most items/services will be within the Federal Supply System. Ensure that you search the entire Federal Supply System before using a commercial source.						
3.	Look up the item or service to obtain the required information: <table border="1" data-bbox="695 783 1430 1003"> <thead> <tr> <th>If item/service....</th> <th>Then use....</th> </tr> </thead> <tbody> <tr> <td>Has been ordered previously</td> <td>FED LOG</td> </tr> <tr> <td>Is new</td> <td>Federal Catalog System prior to using commercial catalog</td> </tr> </tbody> </table> <i>Note:</i> There are additional requirements when ordering hazardous materials. See the Hazardous Materials text block on the next page.	If item/service....	Then use....	Has been ordered previously	FED LOG	Is new	Federal Catalog System prior to using commercial catalog
If item/service....	Then use....						
Has been ordered previously	FED LOG						
Is new	Federal Catalog System prior to using commercial catalog						
4.	Enter the required information either electronically or manually, onto the correct form. See the Requisition Job Aid for detailed procedures.						
5.	Submit the form for approval via your Chain of Command.						

Submitting a Requisition (Continued)

Hazardous Materials

If a product is considered hazardous material, it needs to have a Material Safety Data Sheet (MSDS), under the Occupational Safety and Health Administration (OSHA) standard. All orders containing hazardous materials must have an MSDS attached with the HAZMAT coordinator's signature on a Statement of Essential Need (SEN). The SEN shall be stamped, printed, and attached to the procurement request and routed to your supervisor or supply department for further processing.

Statement of Essential Need

I certify that this hazardous materials procurement is essential to the mission of this unit, and that the minimum quantity has been ordered, in addition,

_____ The MSDS for this product is currently on file, and listed in the Hazardous Materials Inventory (MSDS Ref # _____), and personnel are properly trained in its use. There is/are currently _____ in inventory.

OR

_____ This is a new product not currently on the Hazardous Materials Inventory; the MSDS for this product is attached. Personnel will be trained in proper use.

_____/_____
Authorized Requisitioner/Date

_____ Approved _____ Disapproved

_____/_____
Pollution Prevention Coordinator/ Date

Federal Logistics Data Program

Introduction The Federal Logistics Data Program (Fed Log) is a series of compact discs (CD's) that contain current supply data for items in the Federal Catalog System.

Access The Fed Log CD's can be accessed through the Coast Guard Standard Workstation. The Fed Log CD's can also be stored on your local workstation or on the unit's local server. Ask your supervisor, local supply personnel or unit System Administrator where Fed Log is stored. Use the Fed Log job aid to search for NSN's and part numbers in Fed Log.

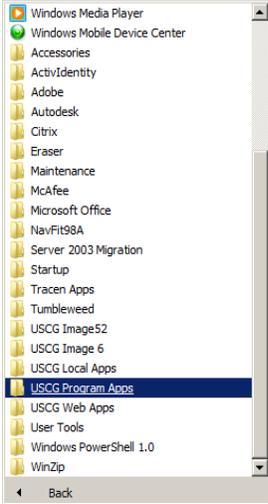
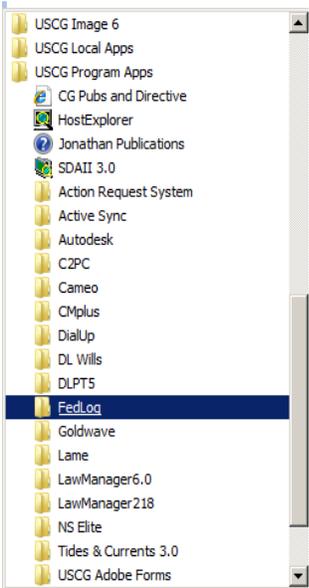
Source of Supply (SOS) All procurement requests, regardless of dollar value, shall use the following sources of supply in the order of priority listed:

1. Agency Inventory
2. Excess from other agencies (DRMO)
3. Federal Prison Industries Inc. (UNICOR)
4. Products available from the committee for purchase from people who are blind or severely disabled (NIB-NISH) (JWOD)
5. Wholesale supply sources such as GSA, DLA, and the Department of Veterans Affairs
6. Mandatory Federal Supply Schedules
7. Optional-use Federal Supply Schedules
8. Open market commercial suppliers (including educational and nonprofit organizations)

Fed Log Job Aid

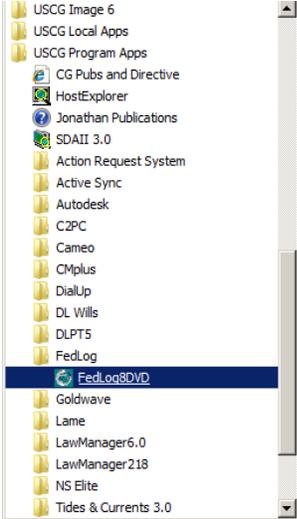
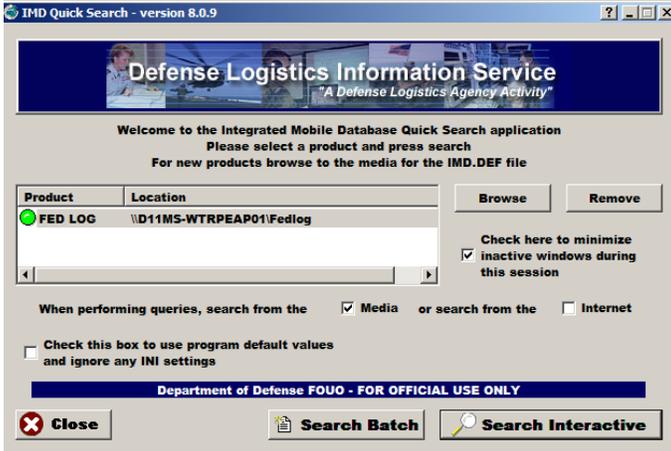
Accessing Fed Log

Follow the steps below to use the Fed Log database

Step	Action
1.	Sign on to your workstation, then click on Start and move the pointer to All Programs .
2.	<p style="text-align: center;">Select USCG Program Apps:</p>  <p>A screenshot of a Windows Start menu search window. The list of programs includes: Windows Media Player, Windows Mobile Device Center, Accessories, ActvIdentity, Adobe, Autodesk, Citrix, Eraser, Maintenance, McAfee, Microsoft Office, NavFit98A, Server 2003 Migration, Startup, Tracen Apps, Tumbleweed, USCG Image52, USCG Image 6, USCG Local Apps, USCG Program Apps (highlighted), USCG Web Apps, User Tools, Windows PowerShell 1.0, and WinZip. A 'Back' button is visible at the bottom left.</p>
3.	<p style="text-align: center;">Click on Fed Log:</p>  <p>A screenshot of a Windows Start menu search window. The list of programs includes: USCG Image 6, USCG Local Apps, USCG Program Apps, CG Pubs and Directive, HostExplorer, Jonathan Publications, SDAII 3.0, Action Request System, Active Sync, Autodesk, C2PC, Cameo, CMplus, DialUp, DL Wills, DLPTS, FedLog (highlighted), Goldwave, Lame, LawManager6.0, LawManager218, NS Elite, Tides & Currents 3.0, and USCG Adobe Forms.</p>

Fed Log Job Aid (Continued)

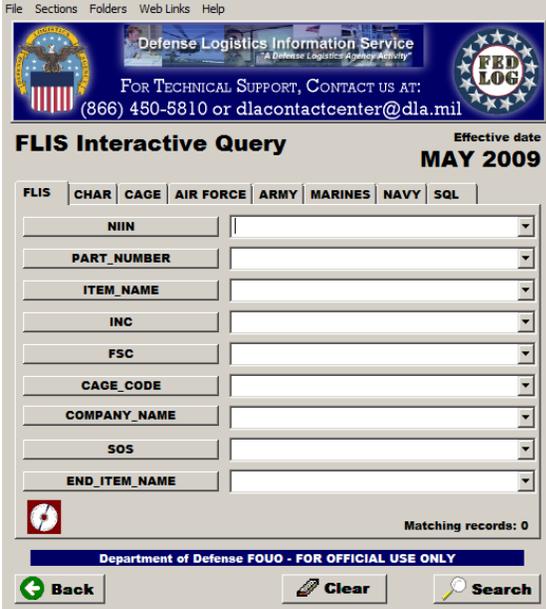
Accessing Fed Log

Step	Action
4.	<p>Once you click Fed Log you will see the interactive icon pop up. This icon is dependent on the version of Fed Log your unit is using. Click on the icon.</p> 
5.	<p>The following window will then pop up. Click Search Interactive on the bottom right of the screen:</p> 

Continued on next page

Fed Log Job Aid (Continued)

Accessing Fed Log

Step	Action
6.	<p>After you click Search Interactive you will see the following screen:</p> 
7.	<p>You can search a part by using one of nine options. You should always try searching by NIIN or part number. If those values aren't known then use the search options in the order in which they're displayed.</p>

Requisition Job Aid Overview

Introduction

This Requisition Job Aid has been designed to help users prepare and complete two types of requisition forms. These procedures are not intended to describe all methods of submitting requisitions. Users should always check with their local supply personnel for local operating procedures before submitting a requisition.

Tasks

This job aid addresses the following tasks:

- Select the correct procurement procedure and form
 - Open/Print the form
 - Complete the form
-

How to Proceed

Refer to the “Quick Link” section below; it will direct you to the correct procedures for completing a requisition.

Quick Link

Use the chart below to guide you to the correct procedure:

If you need to.....	Then go to.....
Open/Print requisition form	How to Open/Print Requisition Forms
Complete a Procurement Request (DOT F 4200.1.2CG)	How to complete a Procurement Request
Complete a Surf Requisition Log (CG-4940)	How to complete a Surf Requisition Log

Continued on next page

Requisition Job Aid Overview (Continued)

Correct Procedure/Form

Use the chart below to determine which requisition form to use:

If your SOS is.....	Then use....
<ul style="list-style-type: none"> • Agency Inventory • Excess from other agencies DRMO 	DRMO form <i>Note:</i> See your unit's supply personnel for DRMO procedures.
<ul style="list-style-type: none"> • Federal Prison (Unicor) • Products available from the committee for purchase from people who are blind or severely disabled (NIB-NISH) (JWOD) • Wholesale supply sources such as GSA, DLA, and the Department of Veterans Affairs • Mandatory Federal Supply Schedules • Optional-use Federal Supply Schedules 	Surf Requisition Log (CG-4940)
<ul style="list-style-type: none"> • Open market commercial suppliers (including educational and nonprofit institutions) 	Procurement request (DOT F 4200.1.2CG)

How to Open/Print Requisition Forms

Introduction

Requisition forms DOT F 4200.1.2CG and CG-4940 are used to provide information for procuring supplies and/or services from the Federal Stock System or commercial sources. These forms can be filled out electronically using the Coast Guard Adobe Forms Library or by printing a blank form and completing the required information manually.

Accessing Adobe Forms

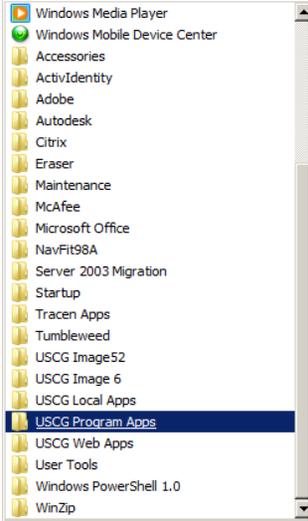
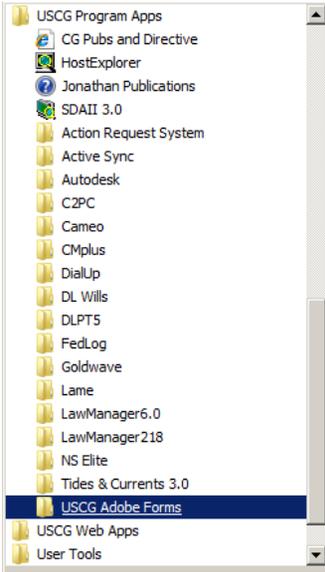
This job aid will show you how to access the Adobe Forms system:

Step	Action
1.	At your computer desktop, click the start button:
2.	<p data-bbox="857 730 1146 764">Click "All Programs":</p>  <p>The screenshot shows the Windows Start menu with the following items listed: Internet Explorer, Microsoft Office Outlook, Welcome Center, Mobility Center, Windows Media Player, Microsoft Office Excel 2007, Adobe Acrobat 8 Standard, Microsoft Office Word 2007, and Adobe Forms Library. The 'All Programs' button at the bottom is highlighted with a blue bar and a right-pointing arrow. Below the list is a search box labeled 'Start Search' with a magnifying glass icon.</p>

Continued on next page

How to Open/Print Requisition Forms (Continued)

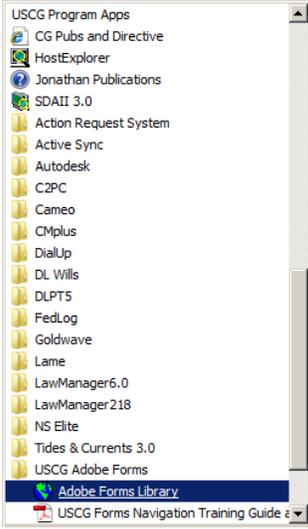
Accessing Adobe Forms

Step	Action
3.	<p>In the programs menu click on “USCG Program Apps”:</p> 
4.	<p>Scroll down to “USCG Adobe Forms” and click:</p> 

Continued on next page

How to Open/Print Requisition Forms (Continued)

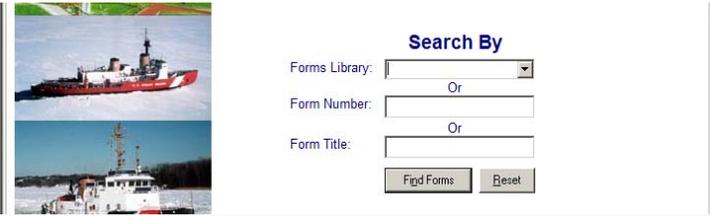
Accessing Adobe Forms

Step	Action
5.	<p>Click on “Adobe Forms Library”:</p> 
6.	<p>This screen should appear:</p> 

Continued on next page

How to Open/Print Requisition Forms (Continued)

Accessing Adobe Forms

Step	Action																														
7.	<p>The example below shows 3 search methods. By using the Forms Library drop down button you can search all forms in the library. You will need to know the Form or Title number for the remaining two options. Once you have found your form you will then click the “Find Forms” button:</p> 																														
8.	<p>After finding your form you will be able to open it by double clicking the form number in the left most column:</p>  <table border="1" data-bbox="651 1136 1338 1499"> <thead> <tr> <th>Form</th> <th>Title</th> <th>Forms Library</th> </tr> </thead> <tbody> <tr> <td>CG3019.pdf</td> <td>Receipt for Clothing and Small Stores</td> <td>CG3000</td> </tr> <tr> <td>CG3019a.pdf</td> <td>Receipt for Clothing and Small Stores (Female)</td> <td>CG3000</td> </tr> <tr> <td>CG3022.pdf</td> <td>Boat Inspection Report</td> <td>CG3000</td> </tr> <tr> <td>CG3029.pdf</td> <td>Small Arms Record Firing Report</td> <td>CG3000</td> </tr> <tr> <td>CG3089.pdf</td> <td>Miscellaneous Obligation</td> <td>CG3000</td> </tr> <tr> <td>CG3090.pdf</td> <td>Miscellaneous Accrued Expenditure</td> <td>CG3000</td> </tr> <tr> <td>CG3095.pdf</td> <td>Daily Summary of Receipt Transactions</td> <td>CG3000</td> </tr> <tr> <td>CG3096.pdf</td> <td>Consolidated Coast Guard Dining Facility (CGDF) Operating St</td> <td>CG3000</td> </tr> <tr> <td>CG3097.pdf</td> <td>Daily Summary of Expenditure Transactions</td> <td>CG3000</td> </tr> </tbody> </table>	Form	Title	Forms Library	CG3019.pdf	Receipt for Clothing and Small Stores	CG3000	CG3019a.pdf	Receipt for Clothing and Small Stores (Female)	CG3000	CG3022.pdf	Boat Inspection Report	CG3000	CG3029.pdf	Small Arms Record Firing Report	CG3000	CG3089.pdf	Miscellaneous Obligation	CG3000	CG3090.pdf	Miscellaneous Accrued Expenditure	CG3000	CG3095.pdf	Daily Summary of Receipt Transactions	CG3000	CG3096.pdf	Consolidated Coast Guard Dining Facility (CGDF) Operating St	CG3000	CG3097.pdf	Daily Summary of Expenditure Transactions	CG3000
Form	Title	Forms Library																													
CG3019.pdf	Receipt for Clothing and Small Stores	CG3000																													
CG3019a.pdf	Receipt for Clothing and Small Stores (Female)	CG3000																													
CG3022.pdf	Boat Inspection Report	CG3000																													
CG3029.pdf	Small Arms Record Firing Report	CG3000																													
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CG3095.pdf	Daily Summary of Receipt Transactions	CG3000																													
CG3096.pdf	Consolidated Coast Guard Dining Facility (CGDF) Operating St	CG3000																													
CG3097.pdf	Daily Summary of Expenditure Transactions	CG3000																													
9.	<p>Fill out the form and save the document to your “My Documents or Public folder”:</p>																														

How to complete a Surf Requisition Log (Continued)

Form Procedure Refer to the form on the previous page and the corresponding steps below to complete the Surf Requisition Log (Form CG-4940). Refer to your unit supply office to determine whether these logs will be completed manually or electronically.

Step	Action						
1.	Enter your unit's OPFAC number.						
2.	Enter the sheet number (i.e. 1 of 1, 1 of 2, etc).						
3.	Enter your unit specific department code/abbreviation.						
4.	Enter the COG code as it appears in Fed Log (see the Fed Log section for further guidance).						
5.	Enter the FSC (first 4 digits) portion of the Federal Stock Number (FSN).						
6.	Enter the NIIN (last 9 digits) portion of the National Stock Number (NSN).						
7.	Enter Unit of Issue: i.e., EA, BX, CSE <table border="1" data-bbox="621 1081 1430 1291"> <tbody> <tr> <td>Single item</td> <td>EA</td> </tr> <tr> <td>X amount in a box</td> <td>BX</td> </tr> <tr> <td>X amount in a case</td> <td>CSE</td> </tr> </tbody> </table> <p><i>Note:</i> Unit of Issue codes are specified in applicable catalogs.</p>	Single item	EA	X amount in a box	BX	X amount in a case	CSE
Single item	EA						
X amount in a box	BX						
X amount in a case	CSE						
8.	Enter the quantity to be purchased.						
9.	Enter the cost of the item.						
10.	Submit form via your Chain of Command for approval and processing.						

How to Complete a Procurement Request (Continued)

Form Procedures

Refer to the form on the previous page and the corresponding steps below to complete the Procurement Request (Form DOT F 4200.1.2CG). Refer to your unit's SOP to determine whether this form should be completed manually or electronically.

Step	Action								
1.	Enter the following information: <ul style="list-style-type: none"> • Name • Phone number • Routing symbol of person to contact <p><i>Note:</i> Leave the upper-right corner blank. These spaces are for procurement office use. If additional space is needed, use blank paper or Form DOT F 4200.1.2CG, Procurement Request Continuation Sheet.</p>								
2.	<p style="text-align: center;">Type of Request</p> <p>Check type of request:</p> <table border="1" data-bbox="597 1081 1430 1535"> <thead> <tr> <th data-bbox="597 1081 1015 1150">If.....</th> <th data-bbox="1015 1081 1430 1150">Then check.....</th> </tr> </thead> <tbody> <tr> <td data-bbox="597 1150 1015 1220">Initial request</td> <td data-bbox="1015 1150 1430 1220">Box A</td> </tr> <tr> <td data-bbox="597 1220 1015 1360">Change to a pending request</td> <td data-bbox="1015 1220 1430 1360"> a. Box B b. Enter PR number </td> </tr> <tr> <td data-bbox="597 1360 1015 1535">Modifying an existing order</td> <td data-bbox="1015 1360 1430 1535"> a. Box C b. Enter order of contract number </td> </tr> </tbody> </table>	If.....	Then check.....	Initial request	Box A	Change to a pending request	a. Box B b. Enter PR number	Modifying an existing order	a. Box C b. Enter order of contract number
If.....	Then check.....								
Initial request	Box A								
Change to a pending request	a. Box B b. Enter PR number								
Modifying an existing order	a. Box C b. Enter order of contract number								
3.	<p style="text-align: center;">Originating Office Data:</p> <p>Enter any internal data needed by the office preparing the PR; i.e., internal PR number, project number, or task number.</p>								

Continued on next page

How to Complete a Procurement Request (Continued)

Form Procedures

Step	Action
4.	<p style="text-align: center;">Additional Information:</p> <p>Enter suggested source(s) of supply, any applicable security classification, or other instructions/data. If item(s) or services are proposed to be from only one source of supply, attach a “sole source” justification with the PR.</p>
5.	<p style="text-align: center;">Approvals:</p> <p>a. (1) Enter name and title for Authorized Requisitioner</p> <p>(2) Enter name and title for Accounting Certification Officer</p> <p>(3) For use as required by local instructions</p> <p>(4) Same as sub-step (3) above</p> <p>b. (Col B) Enter routing symbol</p> <p>c. (Col C) Enter date of approval</p> <p>d. (Col D) Enter initials, if required</p> <p>e. (Col E) Enter routing symbols, if required</p>
6.	<p style="text-align: center;">Consignee and Destination:</p> <p>Enter the name of consignee and address where requested items are to be delivered or services performed. If shipments are to be in more than one destination, enter the words <i>multiple destination</i> in this block and attach a list of addresses.</p>
7.	<p style="text-align: center;">Date(s) Required:</p> <p>Enter the date(s) that items or services are required. Do not use <i>as soon as possible</i>. If date(s) are sooner than normal procurement lead time, a written justification is required stating why expedited handling is necessary.</p>

Continued on next page

How to Complete a Procurement Request (Continued)

Form Procedures

Step	Action
8.	<p style="text-align: center;">Government Furnished Property:</p> <p>Place a check mark in the <i>yes</i> or <i>no</i> box.</p> <p>If yes, describe each item, state its acquisition cost, and state how the item will be used.</p>
9.	<p style="text-align: center;">Description of Items or Services:</p> <p>Item No. – Enter item numbers in numerical sequence.</p> <p>Item/Service – Enter applicable purchase descriptions, specifications, drawing, Federal Stock Number, manufacturer’s part number.</p> <p>Qty – Enter quantity of each item.</p> <p>Unit – Enter measure of item, i.e., each (ea) or box (bx), etc.</p> <p>Est. Cost Unit – Enter the most current price available.</p> <p>Amount – Enter the total estimated cost for each item and the grand total.</p>
10.	<p style="text-align: center;">Accounting data:</p> <p>Enter the appropriation(s) under which funds have been made available and any other accounting data required by local instructions.</p> <p>Note: If you completed the form electronically, save it to your “My Documents” or “Public” folders. Then print the form and route it up the Chain of Command for processing.</p>

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Review Quiz

Questions

1. Which of the following is not a method of acquiring supplies or services?
 - A. Milstrip
 - B. Direct Purchase
 - C. MTR
 - D. Navy

 2. DLR items are supported by whom?
 - A. Navy
 - B. USCG
 - C. Army
 - D. Headquarters

 3. What is the last option in acquiring supplies or services?
 - A. DRMO
 - B. Direct Purchase
 - C. MTR
 - D. DLR
-

Review Quiz Answers

Answers

Question	Answer	Reference
1.	D	1-3
2.	A	1-3
3.	B	1-4

Lesson 2

HOW TO VALIDATE THE UNIT'S TEST EQUIPMENT CALIBRATION PROGRAM

Overview

Introduction

This lesson introduces you to the processes and procedures for scheduling unit test equipment for calibration. Calibration ensures that all similar instruments measure the same parameters, producing the same reading within their capabilities by checking, adjusting, or systematically aligning a test instrument to a known standard.

Objectives

In this lesson you will be able to **VALIDATE** the unit's test equipment calibration program by:

- Obtaining the unit's current test equipment inventory from CGBI Cubes and Reports
 - Determining the unit's allowable test equipment using the Ship/Shore Portable Electronic Test Equipment Requirements List (SPETERL)
 - Inventory the unit's test equipment
 - Scheduling the unit's test equipment for calibration
-

References

The following references were used for this lesson:

- Electronics Manual, COMDTINST M10550.25 (series)
 - Navy Instrument Calibration Procedures (NICP) publications
 - Ordnance Manual, COMDINST M8000.2 (series)
 - CMPlus Users Guide
 - ELEX advisory R261845Z
-

NAVSEA

Introduction

Test equipment maintenance and repair was formerly directed by MLC's Atlantic and Pacific. As of October 1, 2009 all test equipment issues will be directed by NAVSEA at a central location. NAVSEA will be the POC for each of the following:

- Acquisition and Issue of test equipment
 - Accurate inventory of test equipment
 - Replacement requirements for test equipment
 - Calibration requirements for test equipment
 - Repair requirements for test equipment
 - Disposal requirements for test equipment
-

Requirements

All units are required to comply with the NAVSEA electronic test equipment program and to report all electronic test equipment. Complying with the NAVSEA electronic test equipment program ensures:

- Accurate inventory and allowancing
 - Adherence to approved calibration standards
 - Timely repair and recapitalization
 - Adherence to reporting/disposition procedures
-

Responsibility

NAVSEA is the delegated authority to establish and administer an electronic test equipment program. The NAVSEA test equipment program shall include the following as it applies to electronic test equipment:

- Acquisition
 - Replacement
 - Issue
 - Calibration
 - Repair and disposal
-

Test Equipment Program

Introduction

The maintenance philosophy and the maintenance requirements for equipment to be supported determine the requirements for test equipment. This philosophy is specified in the System Integrated Logistics Support (SILS) Command Policy Manual for the electronics system at the time of procurement and SubCATEgory (SCAT) codes are used to identify the required test equipment to fulfill maintenance requirements.

SCAT Codes

A SCAT (SubCATEgory) Code is a four or seven alphanumeric code used to identify a range of measurement parameters by functional category. All NAVSEA authorized test equipment will have a SCAT Code. There are some instances where specific units need test equipment that hasn't been authorized by NAVSEA. In these instances NAVSEA assigns a 4999VAL SCAT Code to the item. During a SPETERL validation these items will either be included in the SPETERL under a unit specific FSTER code or will be removed from the inventory completely. In order for the test equipment in question to remain on inventory, the requesting unit must provide just cause for retaining the test equipment.

SPETERL

SPETERL (Ship/Shore Portable Electrical/Electronic Test Equipment Requirements Listing) is an allowance document that only lists complete systems, not subsystems, and the test equipment required for that unit to support those major systems. Only equipment called for in CGPMS is listed on a SPETERL. The TEAL (Test Equipment Allowance List) is now obsolete in lieu of the SPETERL. The required test equipment in the SPETERL will be referenced by item specific SCAT Codes. The SPETERL is revised and updated as your CI (Configuration Items) listing changes in FLS (Fleet Logistics System). Unit FLS files can be viewed by downloading the unit's TAV file from CGBI Cubes, with CGCentral/Portal as shown in the "References" section above. If you do not submit form OPNAV 4790C/K's to SFLC (Surface Forces Logistics Center) as your CI's change, then you may not get the funding or equipment needed to support your current systems. Once a unit has a validated SPETERL, the test equipment program managers at NAVSEA will then be able to correctly recall the test equipment due for calibration and recapitalization for each respective unit.

Continued on next page

Test Equipment Program (Continued)

Allowance Change Request

During SPETERL validation the unit must ensure that the allowance is sufficient for them to perform maintenance on all supported units. This includes the quantity for each SCAT code as well as the SCAT's listed. If additional equipment is needed, a justification for that increase will be required and documented. Requests for allowance changes to the SPETERL should be submitted via an Allowance Change Request (ACR) form 1220-2. An ACR should be submitted to increase, decrease or delete an existing allowance or to add a SCAT allowance required in support of a prime equipment/system that is not currently identified in the SPETERL document. ACR's shall be attached to an e-mail and sent to the central CGETEP help desk coastguard_te_help@navy.mil for approval.

SPETERL Validation

The Coast Guard Test Equipment Program Office is developing SPETERL's for all Coast Guard platforms supported by this program. Prior to calibration, each unit must review their SPETERL and recommend any changes that may be necessary due to differences in configurations. Contact the CGETEP help desk via email at coastguard_te_help@navy.mil for specific guidance and assistance validating your unit specific SPETERL.

Calibration List

Once initial validation is complete, the Coast Guard Test Equipment Program Office will provide an authorized GPETE list to the calibration lab identifying all GPETE authorized to be calibrated under the current contract by model number, manufacturer or serial number. Submit any required additions or deletions to this list to the Test Equipment Program Office for inclusion/deletion.

Accredited Calibration Lab

The Test Equipment Program Office has identified specific calibration labs and points of contacts (POC's) for each Coast Guard unit. The test equipment manager for each unit will ensure test equipment is presented to the calibration lab at least 2 weeks prior to expiration of calibration date. After inventory, the validation program office will email a monthly and quarterly recall, however nothing prohibits individual units from maintaining their own recall databases.

Test Equipment Calibration and Repair

Emergent Calibration

In the event a short-cycle (less than normal calibration interval) calibration is needed due to special operations, the unit will contact the Test Equipment Program Office via email at coastguard_te_help@navy.mil for authorization and coordination.

Emergent Repair

In the event a piece of test equipment becomes unreliable or unusable, and there is no substitute on board, contact the Test Equipment Program Office via email at coastguard_te_help@navy.mil for further direction. The program office will attempt to identify a loan pool replacement. If available, the replacement will be shipped via fastest available means to the unit. The program office will also provide shipping instructions for the failed item to the Coast Guard test equipment repair facility. The new item will become a permanent part of the unit's inventory. Once repaired, the failed item will be returned to the loan pool. The program office will make all required changes in FLS.

Non-Emergent Repair

In the event a piece of test equipment becomes broken and/or unreliable and there is an alternate SCAT Coded item of test equipment available, contact the Test Equipment Program Office via email at coastguard_te_help@navy.mil. The program office will provide shipping instructions to the Coast Guard test equipment repair facility and will track the item through the repair process until its return to the unit.

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Test Equipment Calibration and Repair (Continued)

Calibration Facilities

All units have an identified calibration facility that is centrally funded. All repairs will be accomplished at their designated calibration facility. If an item requires repair time that exceeds 2 weeks, contact NAVSEA and a replacement will be shipped to you from the loan pool. If available, notification of equipment due for calibration, and/or recall, will be handled by the NAVSEA TMDE office. Once SPETERL's and inventories are validated, a monthly notice will be sent 30 days prior to the first equipment due date.

Excess Equipment

Units must first request permission to dispose of unwanted or unneeded test equipment. Information, such as model number, serial number and status (RFI/NRFI) should be forwarded to NAVSEA TMDE for review and approval. It will then be determined whether the program can reuse the equipment for the CG Test Equipment Loan Pool or if it should be sent to DRMO for processing. Items being transferred to or from the CG TE loan pool or DRMO should have a DD-1348 attached. Both parties must sign the DD-1348 and keep a copy for their unit records.

Quick Reference Guide

References

All questions can be directed to:

Coast Guard Test Equipment Program Office
NAVSEA TMDE
Building 1556 Room 217
St. Juliens Creek Annex
Portsmouth, VA 23702
Email: [coastguard te help@navy.mil](mailto:coastguard_te_help@navy.mil)
Phone: 757-396-0248 x 129/135

Sherry Burrell, TMDE
Email: sherry.burrell@navy.mil
Phone: 757-628-4884

Marsha Smith, TMDE
Email: marsha.smith@navy.mil
Phone: 757-628-4500

Review Quiz

Questions

1. Who is in charge of all USCG test equipment issues?
 - A. MLC Lant
 - B. ELC
 - C. NAVSEA
 - D. MLC Pac

 2. Which of the following choices will get you in contact with someone from the CG Test Equipment Program Office? Choose all that apply.
 - A. Email: [coastguard te help@navy.mil](mailto:coastguard_te_help@navy.mil)
 - B. Email: sherry.burrell@navy.mil
 - C. Email: martysmith@navy.mil
 - D. Phone: 757-396-0248 x 129/135

 3. What is a SCAT Code?
 - A. A 10 digit number that will get you in contact with the Test Equipment Program Office
 - B. A four or seven alphanumeric code used to identify a range of measurement parameters by functional category
 - C. Another way you can bring up form DD-1138 in Adobe forms
 - D. The form number used for ACR's (Allowance Change Requests)

 4. How does the Test Equipment Program Office determine whether or not to put a test equipment item on the SPETERL?
 - A. The test equipment is for a system that is listed in the CGPMS
 - B. The test equipment is for a subsystem that is listed in CGPMS
 - C. The item was on the TEAL
 - D. The Test Equipment Program Office cannot make that determination.

 5. What form must be submitted to ELC in order to change your allowance after a Configuration change?
 - A. DD-1138
 - B. DOT F Form4200.1.2
 - C. CG-4980
 - D. OPNAV 4790C/K
-

Review Quiz Answers

Answers	Question	Answer	Reference
	1	C	2-2
	2	A,B,C and D	2-6
	3	B	2-3
	4	A	2-3
	5	D	2-3

Lesson 3

HOWTO GENERATE A CASUALTY REPORT (CASREP)

Overview

Introduction

Casualty Report (CASREP) messages are written to inform the operational commands and support system that there is an inoperable piece of equipment or system on board, or at a unit that cannot be repaired with the unit's tools and equipment. CASREP messages have standards and formatting guidelines to ensure that required information concerning the situation is available and that the chain of command is informed.

This lesson covers the:

- Sections of the CASREP
- Data sets and data fields contained in a CASREP
- Sequence of the data sets and data fields
- Procedures for using the Coast Guard Message System (CGMS) to create CASREP messages

Lesson Objectives

Given the required casualty data, the CASREP job aid, and access to the Coast Guard Message System, **GENERATE** the following casualty reports:

- Initial Casualty Report
- Update Casualty Report
- Cancel Casualty Report
- Correct Casualty Report

References

The following references were used for this lesson:

- Operational Reports, NWP 1-03-1, Casualty Reporting (CASREP) Procedures (Material)
- COMDTINST M3501.3 (series)

Continued on next page

Overview (Continued)

Key Terms	Acronym	Term	Definition
	SMEF	Systems Management and Engineering Facility	Engineering facility designated to provide support for specific systems.
	C2CEN	Command & Control Engineering Center	Provides comprehensive customer support for Coast Guard systems.
	TISCOM	Telecommunications & Information Systems Command	The administrative coordinator for all telecommunications systems in the military.
	ELC	Engineering Logistics Center	Facility responsible for all Coast Guard preventive maintenance, for supplying units with needed parts or equipment, and ensuring local maintenance doctrines reflect SMEF policy and procedures. CGPMS information is available at the following web site: http://cgweb.elcbalt.uscg.mil/branch/function/cgpms.htm
	LSU	Loran Support Unit	The Loran-C SMEF supports four Control Stations, 29 Loran-C transmitting stations, and 29 Primary Chain Monitor Set (PCMS) sites throughout North America. International agreements also require that LSU provide support to our Canadian and Russian neighbors, with whom the U.S. shares radio navigation responsibilities across our common land and sea borders.
	OGA	Other Government Agency	Any agency other than the United States Coast Guard.

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Overview (Continued)

Key Terms (Cont'd)

Acronym	Term	Definition
N/A	Mandatory	Data sets and data fields that are required information for the CASREP message.
N/A	Conditional	Data sets and data fields where use is dependent on the entry or omission of data in another set.
N/A	Optional	Data sets and data fields used solely at the discretion of the message originator.
N/A	Staff Symbols	Organizational codes that identify a specific person(s) or office within the addressed command.
EFTO	Encrypted For Transmission Only	Message encrypted as a function of the CGMS prior to transmission of the message.
FOUO	For Official Use Only	Unclassified information that requires controlled release to the public.
MICA	Management Information for Configuration and Allowances (Manual)	An allowance document, tailored to a specific Coast Guard unit that provides a predetermined level of support for its equipment.
N/A	.rma NOTE: This is in lowercase text	File extension that is added to a file created using the Coast Guard Message System.

Continued on next page

Overview (Continued)

Key Terms (Cont'd)

Acronym	Term	Definition
COSAL	Consolidated Shipboard Allowance List (Manual)	This manual is similar to MICA and contains cross-reference lists. This manual is used to locate NSNs for ordnance equipment; e.g., the MK 92 Fire Control System, the MK15 Close-In Weapon System (CIWS), MK 75/76 MM Gun Mount, and the MK 38/25 MM Gun Mount.
AIG	Address Indicator Group	A predetermined list of action/information addressees used for messages of a recurring or preplanned nature.
CAD	Collective Address Designator	A single address group that represents a predetermined set of five or more activities linked by an operational or administrative chain of command.
SSIC	Standard Subject Identification Code	A four- to five-digit number that denotes the subject of a document, directive, or publication. SSICs are used for a systematic filing system throughout Governmental agencies.

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Types of Casreps

Four Types of Casualty Reports (CASREPs)

The following are the four types of Casualty Reports:

- Initial Casualty Report
 - Casualty Report Update
 - Casualty Report Correction (CASCOR)
 - Casualty Report Cancellation (CASCAN)
-

Initial Casualty Report (Initial CASREP)

A unit must send an Initial CASREP within 24 hours when an equipment malfunction or deficiency:

- Reduces a unit's ability to complete any mission
- Cannot be corrected within 48 hours
- Requires outside assistance to correct the failure

Note:

A unit may require that an Initial CASREP message be sent within the first 4 hours after the equipment malfunction, so refer to your unit SOP for the exact time constraints involved in sending an Initial CASREP message.

Continued on next page

Types of Casreps (Continued)

Casualty Report Update (UPDATE CASREP)

An Update CASREP provides new information that supports amplifications on an Initial CASREP message. Send an Update CASREP for any of the following instances:

- Change in status or estimated repair time
- Change in the request for parts or equipment
- Receipt of ordered parts or equipment
- Additional failure(s) discovered in the same equipment
- Previous CASREP contains an error

Note: An Update CASREP must be sent every 30 days for open CASREP messages.

Casualty Report Correction (CASCOR)

A Correction CASREP (or CASCOR) message provides information regarding the repair of the failed equipment identified in the Initial CASREP. Send a CASCOR message when the failed equipment has been repaired and is working properly. The message will contain the following information:

- Delays in repair time and reason
- Number of hours expended correcting the casualty
- Number of operating hours since the last time the equipment failed

Continued on next page

Types of CasrepsS (Continued)

Casualty Report Cancellation (CASCAN)

A CANCEL CASREP or CASCAN message is used to cancel an Initial CASREP and all subsequent Update CASREP messages on a single equipment failure or malfunction.

A CANCEL CASREP is sent:

- If the equipment is scheduled to be repaired during a scheduled maintenance period
- When the equipment is replaced with a new type of equipment

Coast Guard Message System (CGMS)

To simplify the message drafting and releasing process, the Coast Guard designed and developed the Coast Guard Messaging System. CGMS is a computer program that automates drafting and sending Coast Guard messages, including CASREP messages.



CASREP Header Data

Introduction

A CASREP message heading follows the standard Navy message format. The heading specifies the priority/precedence of the message and the addressee(s).

Heading

The heading consists of the following five elements:

- Precedence
- Date-Time Group
- Unit Originating the Message
- Action Addressee
- Information Addressee
- Exempt Addressee

Heading Prosigns

The last four elements within the heading use prosigns to shorten circuit time when messages are being sent via radiotelephone. Prosigns are also part of the message's format, allowing for consistency in locating information. Below is a list of heading elements and corresponding prosigns:

Heading Element	Prosign
Unit originating the message	FM
Action addressee	TO
Information addressee	INFO
Exempt addressee	XMT

Continued on next page

CASREP Header Data (Continued)

Precedence

The precedence element enables message drafters to indicate to message recipients (e.g., their Operational Command, ESD Portsmouth, MLCLANT, and ELC) the order of importance and the speed of service needed. The assignment of precedence is the drafter's responsibility; however, the releaser confirms (or may change) the assignment. There are four precedence categories:

Category	Prosign	Meaning
Routine	R	Assigned to all messages that justify electrical transmission but are not sufficiently urgent to require a higher precedence. Speed of service objective is 6 hours or less.
Priority	P	Assigned to messages that furnish essential information for the conduct of operations in progress. Speed of service objective is 3 hours or less.
Immediate	O	Assigned to messages relating to situations that gravely affect the national forces or populace, and which require immediate delivery to addressees. Speed of service objective is 30 minutes or less.
Flash	Z	Reserved for initial enemy contact reports or operational combat messages of extreme urgency; also tropical storms, typhoons, tsunami, earthquakes or hurricanes believed to be previously undetected. Speed of service objective is less than 10 minutes.

Continued on next page

CASREP Header Data (Continued)

Date-Time Group (DTG)

The date-time group element is positioned after the precedence on the same line. The DTG identifies the message, similar to a serial number. There are 12 characters in a DTG. An example of a DTG and breakdown of the characters are presented below:

P 171823Z JUN 09

Character	Meaning
17	Date message was prepared, always two digits
18	Hour message was prepared, in Zulu time
23	Minute message was prepared
Z	Represents Zulu time
JUN	Month message was prepared, always 3 letters
09	Year message was prepared, always 2 digits

Note:

All messages use Zulu time to allow for long-range communications across time zones and date lines throughout the world.

Continued on next page

CASREP Header Data (Continued)

Unit Originating the Message (FM)

The third element within the heading provides the address of the message originator. All addresses must be in Plain Language Address (PLA) format. A PLA shall not exceed 50 characters and must comply with the following additional rules:

- Geographic locations must include the city spelled out and the state abbreviated
- No punctuation—except for slant bars and hyphens when used in conjunction with internal routing symbols—should be used

Correct format and spelling are mandatory.

Examples of PLAs are listed below:

PLA	Long Title
COMDT COGARD WASHINGTON DC	Commandant United States Coast Guard Washington, DC
COGARD TQC CHESAPEAKE VA	Coast Guard Training Quota Management Center Chesapeake, VA
<p><i>Note:</i></p> <p>Use the following intranet site to view the Plain Language Address Directory (PLAD): http://cgweb.comdt.uscg.mil/hsc_t-4/commcen/Directory%20Services/DirectorySvc.html.</p>	

Action Addressee (TO)

This element identifies the addressee(s) required to take action on the message. Because this is an address, the rules for PLAs are applicable. Examples of PLAs used with the FM and TO elements are provided below:

```
P      171823Z JUN 01 ZYB
FM     COMDT COGARD WASHINGTON DC//G-PE//
TO     COGARD TQC CHESAPEAKE VA//ADO//
```

Continued on next page

Casrep Header Data (Continued)

**Information
Addressee
(INFO)**

This element identifies the PLAs that are being informed of the message. As with TO, INFO may contain more than one PLA. An example of a PLA used with the INFO element is provided below:

```
P      171823Z JUN 01 ZYB
FM      COMDT COGARD WASHINGTON DC//G-PE//
TO      COGARD TQC CHESAPEAKE VA//ADO//
        AIG FOUR NINE ZERO SEVEN
INFO    CCGDFIVE PORTSMOUTH VA//P//
```

SMEF

The concept of System Management Engineering Facility (SMEF) was created to assign the Systems Management functions to the Engineering Facility. The SMEF has a broad range of responsibilities that include:

- Maintenance Management
 - Configuration Management
 - Performance Monitoring
 - Technician Liason
 - Dissemination of Technical Information
-

CASREP Header Data (Continued)

SMEF Designations

A SMEF is notified whenever a system under their cognizance is being reported in a CASREP message.

The Coast Guard has the following SMEFs:

Acronym	Full Name
C2CEN	Command & Control Engineering Center
ELC	Engineering & Logistics Center
LSU	Loran Support Unit
TISCOM	Telecommunication & Information Systems Control
OGA	Other Government Agency (e.g., USN, USAF, USA, etc.)
<p>Note:</p> <p>Each piece of equipment is individually assigned to one of the above SMEF offices. No one office is designed to handle radios, radars, or computers. Use the following web site to access the SMEF Equipment Responsibility list: http://cgweb.comdt.uscg.mil/g-sce/sce-2/smeplist2003v3.xls.</p>	

For notification of the SMEF in a CASREP message, use the following table.

If SMEF assistance is...	Then SMEF is an...
Required	Action TO addressee
Not required	INFO addressee

Continued on next page

CASREP Header Data (Continued)

Exempt Addressee (XMT)

The last element in the heading lists addressee(s), in PLA format, who are exempt from the message. The prosign *XMT* is used **ONLY** when an AIG or CAD is part of the TO element. An example of the XMT element is provided below:

```
P      171823Z JUN 01 ZYB
FM     COMDT COGARD WASHINGTON DC//G-PE//
TO     COGARD TQC CHESAPEAKE VA//ADO//
       AIG FOUR NINE ZERO SEVEN
INFO   CCGDFIVE PORTSMOUTH VA//P//
XMT    COMCOGARDGRU HAMPTON ROADS VA
```

Note:

XMT may be used in a CASREP message when the CASREP message has been sent to a unit's supporting command, so that the unit does not receive the message twice.

CASREP Body Data

Introduction

CASREP messages consist of specific elements and types of information. The format and placement of this information within the CASREP message is very important and is contained in data sets and data fields. Electronic scanning devices search for information in a specific order and place it within a message or data set.

Data Sets

All of the text within a CASREP is contained in formatted lines called *data sets*. Each data set contains specific information in a certain order, starting with a set identifier and followed by groups of information called *data fields*. The following example and table explains the formatting rules:

Example: POSIT/EXMPT

Format: Data Set Identifier/Data Fields//

Data Set Parts	Definition	Rules	Example
Identifier	A word at the beginning of a data set to identify the information contained	N/A	POSIT
Field Marker	A slant symbol that marks the start of each data field	Field markers are never used: <ul style="list-style-type: none"> • Before a set identifier • After the last field on a line • After the final field in a set 	/
Data Fields	Contains the information for a data set	A data set may include up to seven data fields.	EXEMPT
End of Set Marker	Consists of two slant symbols	Double slant symbols are never allowed within a data set.	//
<p>Note:</p> <p>Slant bars (/) are used only between data fields and at the end of a data set. Equipment nomenclatures are written with hyphens (-), not slant bars. The 73 radar would be written as AN-SPS-73 instead of AN/SPS-73.</p>			

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CASREP Body Data (Continued)

Body Data Sets

The body of a CASREP message contains 18 data sets, not all of which are used in every form of CASREP messages. The table below provides the data set identifier and a reference call-out number that corresponds to the call-out on the sample CASREP message on the next page. A detailed explanation of each data set follows the table.

Data Set Identifier	Name	Call-out Number
MSGID	Message Identification	1
POSIT	Position	2
REF	Reference	A
CASUALTY	Equipment Casualty	3
AMPN	Amplifying Information	B, 6, & 10
DELETE	Delete	C
ESTIMATE	Estimated Time of Repair	4
ASSIST	Outside Assistance Required	5
PARTSID	Parts Identification	7
TECHPUB	Technical Publication	8
1PARTS	National Stock Number and Allowance Parts List	9
DELETE/1PARTS	Delete part numbers	D
CHANGE/1PARTS	Change part numbers	E
1STRIP	MILSTRIP information	11
DELETE/1STRIP	Deletes MILSTRIP information	F
CHANGE/1STRIP	Changes MILSTRIP information	G
RMKS	Remarks	12
DWNGRADE/DECL	Downgrade or Declassification	13

Continued on next page

CASREP Body Data (Continued)

CASREP Message Sample

A sample CASREP message, including call-outs, are linked to *Body Data Sets* table:

```

P 151744Z APR 86
FM    USS KITTY HAWK
TO    COMSECONDFLT
      CTG TWO ZERO PT TWO
      COMNAVAIRLANT NORFOLK VA
      NAVSSES PHILADELPHIA PA
INFO  AIG SIX EIGHT THREE FOUR
      NAVSEACOMBATSYSNGSTA NORFOLK VA
      NUSC NEWPORT RI
      COMSPAWARSYSCOM WASHINGTON DC
      NAVSHIPWPNSYSNGSTA PORT HUENEME CA

BT
CONFIDENTIAL
(1)  MSGID/CASREP/CV 63 KITTY HAWK/27//
(2)  POSIT/4530N2-04645W9/151615ZAPR86//
(3)  CASUALTY/INITIAL-86012/NO 1 OXYGEN ANAL/EIC:F300/CAT:2//
(4)  ESTIMATE/302359ZMAY86/RECEIPT OF PARTS NLT 28 MAY86//
(5)  ASSIST/OTHER/PHILADELPHIA//
(6)  AMPN/REQUEST ASSISTANCE FROM NAVSSES PHILA//
(7)  PARTSID/APL:490002/-/JCN:N03363-EB01-0002//
(8)  TECHPUB/NAVSEA 0956-LP-023-810//
(9)  1PARTS
      /DL NATIONAL STOCK NO.  RDD    COSAL  ONBD   CIRCUIT
      /01 9H5930-01-050-6624   001    000   000    -
      /02 9H6630-01-049-0947   001    000   000    -//
(10) AMPN/REASON ITEM NOT ONBOARD-NO ALLOWANCE ALL PARTS LISTED IN PARTSID APL//
(11) 1STRIP
      /DL DOCUMENT ID      QTY    PRI    RDD    ACTIVITY  REQUISITION STATUS
      /01 V03363-0094-W400  001    05    149   NNZ      131601ZAPR86
      /02 V03363-0094-W401  001    05    149   NNZ      131601ZAPR86//
(12) RMKS/ANALYZER FAILS TO GIVE ACCURATE CONTINUOUS READOUTS, CAUSING COMPLETE
      LOSS OF OXYGEN MONITORING CAPABILITY. CAUSES BELIEVED TO BE COMBINED
      ENVIRONMENT (HEAT AND HUMIDITY OF FIREROOMS) AND PARTS FAILURE. OXYGEN
      MONITORS HAVE NOT WORKED PROPERLY SINCE INSTALLATION DURING ROH 85.
      NAVSSES PROVIDED TECH ASSISTANCE IN JULY 1985. SHIP'S FORCE INSPECTION
      HAS NOW REVEALED HOLES IN BOTH TEFLON MEMBRANES. 5102 MISHAP REPORT
      BEING (NOT BEING) SUBMITTED. SHIPS SCHEDULE: INPORT PHILADELPHIA
      14 MAY-12 JUN. CONSIDER 28-30 MAY IDEAL TIME TO OBSERVE UNITS IN
      OPERATION DUE TO INTENDED LIGHTOFF 28 MAY AFTER IMAV//
(13) DWNGRADE/DECL 30NOV86//
BT
  
```

CASREP Body Data (Continued)

Classification Designator

The classification designator element identifies the level of protection for the message information. COMDTINST M5510.23 (series) provides classification authority, policy guidance, and standard designations used to identify information-requiring protection in the interest of national security. There are four classification designators:

UNCLAS
 C O N F I D E N T I A L
 S E C R E T
 T O P S E C R E T

The originating unit (drafter or releasing officer) is responsible for determining the classification. An example of a classification designator is provided below:

P 171823Z JUN 01 ZYB
 FM COMDT COGARD WASHINGTON DC//G-PE//
 TO COGARD TQC CHESAPEAKE VA//ADO//
 AIG FOUR NINE ZERO SEVEN
 INFO CCGDFIVE PORTSMOUTH VA//P//
 XMT COMCOGARDGRU HAMPTON ROADS VA
 BT
 UNCLAS //N05342//

Message Identification (MSGID)

The message identification (MSGID) set signifies the beginning of formatted information and will always be the first set of the message. The MSGID includes the:

- Message type
- Message originator
- Message serial number

Continued on next page

CASREP Body Data (Continued)

Message Type

The message type specifies the particular report being submitted in the message. The message type may have a maximum of 10 characters.

Example: MSGID/CASREP

Message Originator

The message originator specifies the type of unit and the hull number, if necessary, followed by the reporting name of the unit or command for which the CASREP message is submitted. This field may have a maximum of 30 characters.

Example: MSGID/CASREP/CV 63 KITTY HAWK

Message Serial Number

The Message Serial Number is a sequential number assigned by the message originator. Numbers are assigned by message type beginning with 1 and ending with 999. The Message Serial Number starts over with 1 after 999 messages have been sent, not at the start of the year. Three digits are available for the message serial number.

Example: MSGID/CASREP/CV 63 KITTY HAWK/1//

Continued on next page

CASREP Body Data (Continued)

Position Set (POSIT)

The Position data set reports the present location of the message originator. This data set is required in all messages. The POSIT includes the:

Position in LAT/LONG

Date-Time, Month & Year of Position

Position

The position reports the geographical location (latitude/longitude) or port name where the unit is presently located. If the unit is exempt from position reporting requirements, enter *EXEMPT* in this field. This field may have a maximum of 30 characters.

Examples: POSIT/NORFOLK//

POSIT/EXEMPT//

4530N2-04645W9

If...	Then...
Underway	Type <i>Exempt</i> .
In port	Provide port name.
Geographic location	Add the latitude and longitude position data.

Continued on next page

CASREP Body Data (Continued)

Latitude and Longitude Data

Latitude and longitude are reported in degrees and minutes as follows: ddmmdirc-DDDMMDIRC.

Use the following table to define the code.

PDS/AP Guidance Initials and Date _____

Parameter	Description
dd	Degrees of latitude
mm	Minutes of latitude
dir	Latitude direction indicator (N or S)
c	Latitude checksum digit
-	Hyphen separates latitude and longitude
DDD	Degrees of longitude
MMM	Minutes of longitude
DIR	Direction of longitude (E or W)
C	Longitude checksum digit

Checksum Digits

A checksum digit is a single digit that is the sum of all of the digits within the field. When the sum of the digits is more than one digit, the checksum digit is the last digit. For example, a course of 091 degrees true would have a checksum digit of 0 because $0+9+1=10$ and the checksum digit is 0. Checksum digits are required only in fields that contain:

PDS/AP Guidance Initials and Date _____

Field	Example
Latitude and longitude	0410N5-07240W3
Course	135T9
Speed	12KTS3

Continued on next page

CASREP Body Data (Continued)

Latitude and Longitude Example

The following is a POSIT data set with LAT/LONG information. POSIT/0412S7-15612W5/

Explanation of POSIT information:

Parameter	Explanation
04	4 degrees of latitude
12	12 minutes
S	South
7	The checksum digit; $4+1+2=\underline{7}$.
-	Hyphen separates latitude and longitude.
156	156 degrees of longitude
12	12 minutes
W	West
5	The checksum digit; $1+5+6+1+2=\underline{15}$.

Continued on next page

CASREP Body Data (Continued)

Date-Time, Month & Year of Position

The date-time, month & year reports the date, time, month and year a unit was at a certain position. This field is required, except when a unit is exempt from position reporting, and may have a maximum of 12 characters.

Example: POSIT/0730S0-12610E0/141600ZMAY86//

Reference (REF)

The Reference data set identifies the date-time group of the Initial CASREP message. This data set is mandatory on all Update, Correction, and Cancellation CASREP messages. The Reference data fields are contained in the following table.

Data Field	Contents
Message Type	Identifies the type of message being referenced. This field may have a maximum of 10 characters.
Message Originator	Identifies the originator of the message being referenced. This field may have a maximum of 30 characters.
Date-Time Group	DTG of the message being referenced. This field may have a maximum of 12 characters.

Example:

REF/CASREP/SSBN 619 A JACKSON/121200MAY86//

Continued on next page

CASREP Body Data (Continued)

Equipment Casualty (CASUALTY)

The Equipment Casualty data set identifies the equipment for which casualty information is being reported. The CASUALTY set is required for all casualty reports and must precede other sets that supply information about the particular situation. If a casualty occurs as a result of inadequate General Purpose Electronic Test Equipment (GPETE) or PMS, the impacted system shall be the subject of the CASREP with GPETE mentioned in an AMPN set as the cause. The CASUALTY data set includes:

- Type of Casualty: Initial, Update, Correction, and Cancellation
- CASREP Serial Number
- Description of Equipment
- Equipment Identification Code
- Operational Equipment Category Criteria
- Training Equipment Category Criteria

Continued on next page

CASREP Body Data (Continued)

CASREP Serial Number

A sequential number will be assigned by year to each Initial Casualty Report; i.e., the 4th casualty reported during 2009 would appear as:

- INITIAL-09004

At the beginning of each year, the Initial Casualty Report will be numbered "001"; i.e., if the last Initial Casualty Report of 2009 was 09417, the first Initial Casualty Report of 2004 will be numbered 04001.

Updates to an Initial Casualty Report will be sequentially numbered:

- UPDATE-01-09004
- UPDATE-13-09004

Corrections to, or cancellations of, an Initial Casualty Report would appear as:

- CORRECT-09004
- CANCEL-09004

Note:

The type of casualty and the serial number field is limited to 15 characters.

Continued on next page

CASREP Body Data (Continued)

Description of Equipment

The equipment description is the noun name of the equipment, such as the AN/URC-116(V). In a casualty report the equipment noun name should have:

- Hyphens instead of slant bars
- Maximum of 24 characters

Example: AN-URC-116(V)

Equipment Identification Code (EIC)

The Equipment Identification Code (EIC) is a four- to seven-character code that identifies the equipment type. Unknown EICs are entered as UNKN or 0000 within the CASREP message. A complete listing of EICs can be found in the Navy Maintenance and Material Management Information System Equipment Identification Code Master Index, NAMS0 4790.E2579.

Example:

CASUALTY/INITIAL 86012/NO 1 OXYGEN ANAL/EIC: F300

Continued on next page

CASREP Body Data (Continued)

Operational Equipment Category Criteria

A casualty category is associated with each reported equipment casualty. The category reflects the urgency or priority of the casualty. All cutters, small boats, and shore units use three casualty categories. Below is a list of casualty categories used for operational equipment:

Casualty Category	Equipment Criteria
2	A deficiency exists in mission-essential equipment, which causes a minor degradation in any primary mission, or a major degradation or total loss of a secondary mission.
3	A deficiency exists in mission-essential equipment, which causes a major degradation but not the loss of a primary mission.
4	A deficiency exists in mission-essential equipment that is worse than casualty category 3, and causes a loss of at least one primary mission.

Example:

CASUALTY/INITIAL 86012/NO 1 OXYGEN ANAL/EIC: F300/CAT: 2//

Note:

If you are reporting an equipment casualty from a Training Center or Command, then use the categories listed under "Training Equipment Category Criteria."

Continued on next page

CASREP Body Data (Continued)

Amplification (AMPN)

The Amplification data set supplies an explanation or additional information about the preceding data set and must directly follow that data set. The AMPN set is required after any data set containing an entry of OTHER, TECHNICAL, or UNKNOWN. AMPN data sets may also follow the ESTIMATE set, the ASSIST set, the 1PARTS set, or any data set that requires further explanation. This data set may have a maximum of 10 lines.

Example:

AMPN/THE PLANNED 72-HOUR STOPOVER IN
PORTSMOUTH HAS BEEN EXTENDED TO 5 DAYS IN
ACCORDANCE WITH THE REQUIREMENTS OF
EXERCISE AVALANCHE//

ASSIST/TECHNICAL/PORTSMOUTH VA//
AMPN/REQUEST MLCLANT SEND PARTS AND AID IN
TROUBLESHOOTING//

Continued on next page

CASREP Body Data (Continued)

Delete Set (DELETE)

The Delete data set 1STRIP is used to remove a data set from a previous message and will be used in Update CASREP messages with the following data sets: ASSIST, 1PARTS, and 1STRIP. Each DELETE data set will include:

Data Set	Definition
To be deleted	Reports the name of the data set that the unit is going to remove from the CASREP records.
Previously reported data set	Enter, verbatim, the complete set of field values as originally reported in the data set being deleted.

Example:

Data set to be deleted-ASSIST/TECHNICAL/NAPLES

To delete this data set-DELETE/ASSIST/TECHNICAL/NAPLES//

Continued on next page

CASREP Body Data (Continued)

Estimated Time of Repair (ESTIMATE)

The Estimated Time of Repair data set reports the estimated date that repairs will be completed and factors that may affect the projected repair schedule for a particular casualty. The Estimate data set includes:

- Estimated Date-Time, Month & Year of Repair
- Factors Controlling the Estimated Time of Repair (ETR)
- Deferred (DEFRD)

Estimated Date-Time, Month & Year of Repair

This data field reports the estimated date-time, month & year of repair when the casualty correction repairs will be completed based on the parts and outside assistance required. This field may have a maximum of 12 characters.

Example: ESTIMATE/101600ZAUG09

Factors Controlling the ETR

The Factors Controlling the ETR data field reports any factors that have a direct bearing on repairing the casualty by the stated ETR. This field may have a maximum of 39 characters.

Example:

ESTIMATE/101600ZAUG09/RECEIPT OF PARTS NLT 080800ZAUG09//

Deferred

The Deferred field may be used only when directed by a supervisor. The deferred status indicates that the casualty may or may not be corrected during a scheduled overhaul period and will not be cancelled by the type commander. When used, *DEFRD* will be entered in the data field.

Example:

ESTIMATE/301000ZJUN09/PARTS UNAVAILABLE/DEFRD//

Continued on next page

CASREP Body Data (Continued)

Outside Assistance (ASSIST)

The Outside Assistance data set requests assistance to correct an equipment casualty that is beyond the unit's capability to repair. This data set is required in each Initial CASREP message whether or not a unit requires outside assistance. Prior to requesting outside assistance, a unit will query other units in its company as to their capability to render the required assistance. This data set may be reported more than once for a casualty if more than one type of outside assistance is required. The ASSIST data set includes:

- Type of assistance required
- Preferred assistance location

Continued on next page

CASREP Body Data (Continued)

Type of Assistance Required

This data field reports the assistance that is required for repair. This field has a maximum of nine characters. Below is a list of types of assistance:

Name of Assistance	Definition
None	No outside assistance is required.
Depot	Depot-level maintenance is required.
Technical	A mobile technical team, such as support from the ESD or support from a technical representative from the manufacturer
Other	Assistance other than the categories listed in this table.

Example: ASSIST/TECHNICAL/NORFOLK
AMPN/REQUEST ESD PORTSMOUTH AID IN
TROUBLESHOOTING//

Note:

If Technical or Other is entered, then an AMPN set is required to explain the necessary assistance.

Continued on next page

CASREP Body Data (Continued)

Preferred Assistance Location

The Preferred Assistance Location field allows the unit to recommend a location for the delivery of the required assistance and/or parts needed to repair the casualty. The location will be entered as port name, geographic area name, radius about a latitude/longitude, etc., that corresponds to the unit's deployment schedule.

Example: ASSIST/OTHER/HOMER AK//
AMPN/REQUEST ESU KODIAK ARRANGE FOR
PARTS DELIVERY TO HOMER//

Parts Identification (PARTSID)

The Parts Identification data set reports important identifying information about an equipment item being reported in a CASREP. The PARTSID data set includes:

- Allowance Parts List Number for the item(s)
 - Component Identification Number
 - Job Control Number
-

Allowance Parts List (APL) Number

The Allowance Parts List data field reports the most specific part being reported in a CASREP. This data field, which includes the letters APL and a colon (:), is limited to 12 characters. The APL number for a piece of equipment can be found in one of the three following manuals:

- Management Information for Configuration and Allowances Manual (MICA)
- Consolidated Shipboard Allowance List (COSAL) Manual

Example: PARTSID/APL:EAM2496

Component Identification Number (CIN)

The Component Identification Number data field reports the most specific item(s) causing the casualty, such as circuit card 2A1. The CIN can be found in the equipment's technical manual. If the CIN is unknown, type *UNKN* in the field or use a hyphen. This data field, which includes the letters *CIN* and a colon (:), is limited to 12 characters.

Example: PARTSID/APL:EAM2496/CID:2A1

Continued on next page

CASREP Body Data (Continued)

Job Control Number (JCN)

The Coast Guard does not use the Job Control Number. Use either a hyphen (-) or UNKN in this field.

Example: PARTSID/APL:UNKN/CID:UNKN/JCN: UNKN//
PARTSID/APL:EAM2496/CID:2A1/-//

Technical Publication (TEHPUB)

The TECHPUB data set identifies the name and number of the technical manual pertaining to the casualty. The TECHPUB set must be preceded by a PARTSID set. This data field can have a maximum of 30 characters.

Example: PARTSID/APL:6111/-/-//
TEHPUB/GCF-RWL-2303 TECHMAN//

Equipment Casualty Parts (1PARTS)

The Equipment Casualty Parts data set identifies the parts required to repair an equipment casualty. The set shall be submitted in the Initial CASREP message or the first Update CASREP message. An AMPN set is required to report the reason each required item is not on board. The 1PARTS data set includes:

- Data Line
 - National Stock Number
 - Quantity Required
 - MICA/COSAL/Allowance
 - Quantity on Board
 - Nomenclature
-

1PARTS Data Line (DL)

The Data Line identifies each part required for the repair, such as 01, 02, 03, etc. A corresponding data line will be used in the 1STRIP set to relate MILSTRIP information to parts specified in this set. This data field has a maximum of two characters.

Example: 1PARTS/01 9N5960-00-972-8990

Continued on next page

CASREP Body Data (Continued)

National Stock Number

List the National Stock Number (NSN) for the part(s) needed to repair the equipment. If the NSN is unknown or non-existent, enter *UNKNOWN* and provide the part number designator found in the technical manual in an AMPN set following the 1PARTS set. This data field has a maximum of 20 characters.

Example:

1PARTS
/DL NATIONAL STOCK NO. RQD COSAL ONBD CIRCUIT
/9N 5945-00-987-3690/

1PARTS/UNKNOWN/
AMPN/ON-OFF SWITCH SW175490//

Quantity Required

The Quantity Required (RQD) data field reports the quantity needed to repair the equipment. This is not necessarily the same number of parts ordered through a MILSTRIP. This data field has a maximum of three characters.

Example:

1PARTS
/DL NATIONAL STOCK NO. RQD COSAL ONBD CIRCUIT
/01 9N 5897-01-012-6985 004

MICA/COSAL/ Allowance

The MICA/COSAL/Allowance data field reports the quantity authorized to be on board the ship or at the unit. This field is limited to three characters.

Example:

1PARTS
/DL NATIONAL STOCK NO. RQD COSAL ONBD CIRCUIT
01 9N 5897-01-012-6985 004 002

Continued on next page

CASREP Body Data (Continued)

Quantity on Board

The Quantity on Board (ONBD) data field reports the quantity of an item that is currently in the storeroom. If an item needed to repair a piece of equipment is not on board, an AMPN data set is required. The ONBD data field is limited to three characters.

Example:

```
1PARTS
/DL NATIONAL STOCK NO. RQD COSAL ONBD CIRCUIT
/01 9H5930-01-000-0000    001    001    000    -
/02 9H5999-01-000-0000    001    000    000    -//
AMPN/REASON ITEM NOT ON BOARD – NO ALLOWANCE
ALL PARTS IN PARTSID APL//
```

Nomenclature

The Nomenclature data field reports the circuit symbol and Military Logistics Nomenclature (MLN). For example, a VHF handheld's MLN would be CGG H99DX. This data field is limited to 10 characters.

Example:

```
1PARTS
/DL NATIONAL STOCK NO. RQD COSAL ONBD CIRCUIT MLN
/01 9H5930-01-000-0000    001    001    000    -    CGG-H99DX
```

Change

The Change data set is used to indicate that either a 1PARTS or 1STRIP that was previously reported is now being revised.

Examples:

Data set to be changed:

```
1PARTS
/DL NATIONAL STOCK NO. RQD COSAL ONBD CIRCUIT
/01 9C-4230-00-230-3487    001    000    000    -
/02 9C-4320-00-230-34839    002    002    000    -//
```

Revised data set:

```
CHANGE/1PARTS
/DL NATIONAL STOCK NO. RQD COSAL ONBD CIRCUIT
/02 9C-4320-00-230-3483    003    002    000    -
/03 9C-4230-00-230-3480    001    000    000    -//
```

Continued on next page

CASREP Body Data (Continued)

MILSTRIP Information (1STRIP)

The Military Standard Requisition and Issue Procedures (MILSTRIP) Information data set identifies MILSTRIP data that enables staff personnel to expedite the delivery of the required parts to correct an equipment casualty. This data set includes the following data fields:

Data Field	Definition/Contents
1STRIP Data Line	Sequentially identifies each part required for the repair of an equipment casualty. The corresponding data line in the 1PARTS set will be used here to relate MILSTRIP information to the proper part; e.g., data line 01 in the 1PARTS set must correspond to data line 01 in the 1STRIP set. This data field has a maximum of two characters.
Document Identification	Reports the appropriate MILSTRIP document reference, in the form of AAAAAA-DDD-WXXX, where <i>A</i> contains the Unit Identification Code (UIC), <i>D</i> is the Julian date, and <i>WXXX</i> is the document serial number. <i>W</i> shall always precede the document serial number.
Ordered Quantity (QTY)	Reports the number of items being ordered. This data field has a maximum of three characters.
Requisition Priority (PRI)	Reports the priority associated with the requisition.
Required Delivery Date (RDD)	Reports the delivery date of this item in three-digit Julian date form. This field is limited to 10 characters.
Activity to Whom Requisition Is Submitted (ACTIVITY)	Reports the name of the organization, in abbreviated form, to which the requisition for this part is sent; e.g., NSC NFLK, NSC OAK. This data field is limited to 22 characters.
Status of Requisition	Enter a brief narrative status using standard supply terminology or the date-time
Example:	
<pre> 1STRIP /DL DOCUMENT ID QTY PRI RDD ACTIVITY REQUISITION STATUS /01 Z52001-9151-W401 002 2 999 NNZ 121601ZMAY99// /02-Z52001-9152-W402 001 4 154 NNZ ORDERED// </pre>	
Note:	
All MILSTRIP Information will be contained in the original MILSTRIP, which was sent out by the supply office.	

Continued on next page

CASREP Body Data (Continued)

Remarks (RMKS)

The Remarks data set supplies an explanation or additional information concerning all or part of a message. This data set may contain a maximum of 99 continuous lines in which the set identifier RMKS is not repeated. All punctuation and special characters are permitted except consecutive slant symbols. If this data set is used, it should be the last set of the message with the exception of the Downgrading/Declassification Procedures (DWNGRADE) data set.

Example:

RMKS/REQUEST PARTS BE SENT VIA FASTEST MEANS
POSSIBLE TO NAPLES SO THAT INSTALLATION AND
ALIGNMENT CAN BE COMPLETED PRIOR TO NEXT
UNDERWAY PERIOD//

Downgrading/ Declassification Procedures (DWNGRADE)

The Downgrading/Declassification Procedures data set reports message classification instructions. This data set is required for all classified messages and shall appear as the last data set in the classified message. All punctuation and special characters are permitted with the exception of consecutive slant symbols. This data set has a maximum of 58 characters.

DWNGRADE/DECL Example	Explanation
DWNGRADE/DECL 15 SEPT03//	Declassify on 15 September 2009
DWNGRADE/DECL/REVIEW 05NOV03//	Review on 5 November 2009
DWNGRADE/DG/C/22MAY0 3//	Downgrade to Confidential on 22 May 2009

Continued on next page

CASREP Body Data (Continued)

CASREP Chart

Data sets are mandatory, conditional, or optional for each CASREP. The table below identifies which data sets are required for each CASREP:

Data Set Identifier	Types of CASREP Messages			
	Initial	Update	Correction	Cancellation
MSGID	Mandatory	Mandatory	Mandatory	Mandatory
POSIT	Mandatory	Mandatory	Mandatory	Mandatory
REF	N/A	Mandatory	Mandatory	Mandatory
CASUALTY	Mandatory	Mandatory	Mandatory	Mandatory
AMPN	Conditional	Conditional	Mandatory	Conditional
DELETE	N/A	Conditional	N/A	N/A
ESTIMATE	Mandatory	N/A	N/A	N/A
ASSIST	Mandatory	Conditional	N/A	N/A
PARTSID	Mandatory	Conditional	N/A	N/A
TECHPUB	Conditional	Conditional	N/A	N/A
1PARTS	Conditional	Conditional	N/A	N/A
DELETE/1PARTS	N/A	Conditional	N/A	N/A
CHANGE/1PARTS	N/A	Conditional	N/A	N/A
1STRIP	Conditional	Conditional	N/A	N/A
DELETE/1STRIP	N/A	Conditional	N/A	N/A
CHANGE/1STRIP	N/A	Conditional	N/A	N/A
RMKS	Conditional	Conditional	Optional	Optional
DWNGRADE/DECL	Conditional	Conditional	Conditional	Conditional

Starting CGMS

Introduction

All CASREP messages are written, distributed, and tracked through the Coast Guard Message System (CGMS).

Note:

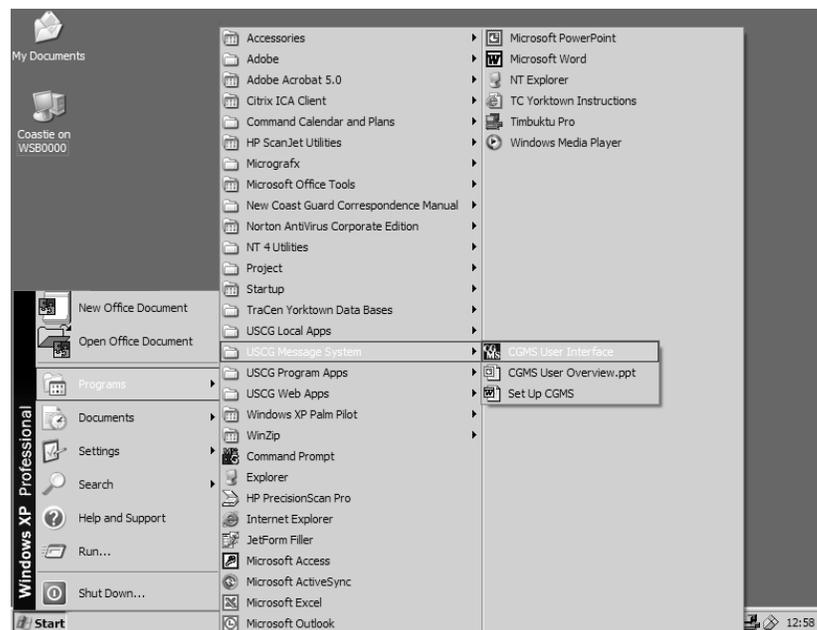
If you are at a unit that uses CMplus, then use CMplus to draft your CASREP messages and transport them to CGMS. Use the CASREP Job Aids available on the G-SLI's CMplus web site: <http://cgweb.uscg.mil/g-s/g-sls/CMplus/jobaids/JobAidFrame.htm>.

Starting Procedure

The Main Computer Screen is depicted below; use it as you follow steps 1 through 5 to start CGMS.

Note:

Your unit's computer system may work differently than is depicted in the following steps. Contact your unit computer staff for needed assistance.



Continued on next page

Starting CGMS (Continued)

Starting Procedure (Cont'd)

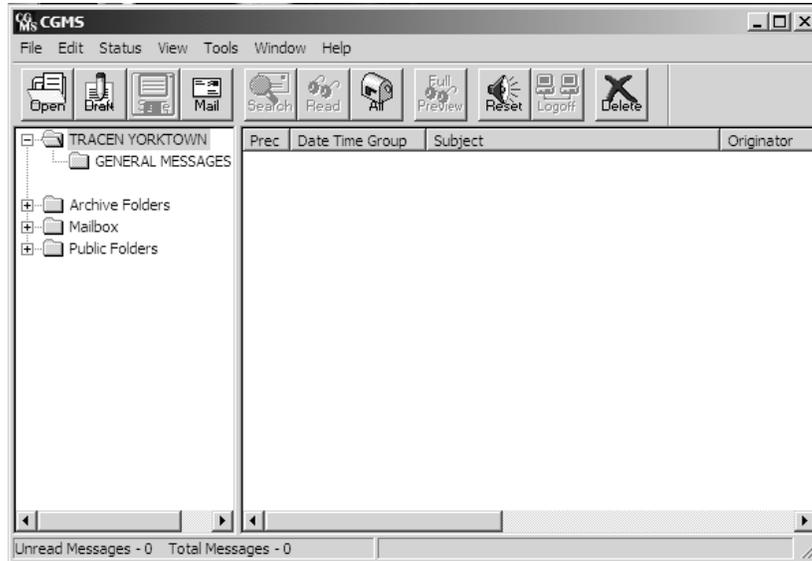
Step	Action
1.	Click on the Start button located in the bottom-left corner of your WSIII. or Double-click on the CGMS shortcut icon on your desktop if your computer has this shortcut feature. <div style="float: right; text-align: right;">   </div>
2.	Move mouse up to and over Programs.
3.	Move mouse to the right over USCG Message System.
4.	Move mouse to the right over CGMS User Interface. The Main Computer screen is depicted below.

Continued on next page

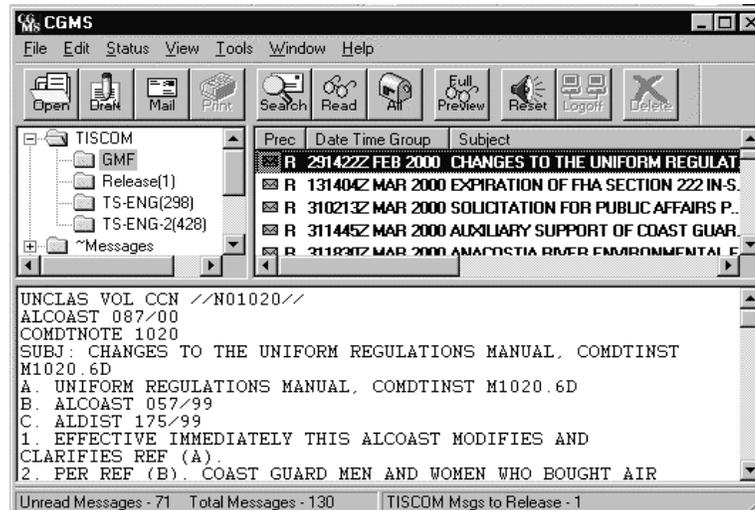
Starting CGMS (Continued)

Starting Procedure (Cont'd)

Step	Action
5.	Click on CGMS User Interface. See the "CGMS Opening Screen" and "Screen View with Messages" sections. The CGMS Opening Screen is depicted below.



The CGMS Screen View with Messages is depicted below.



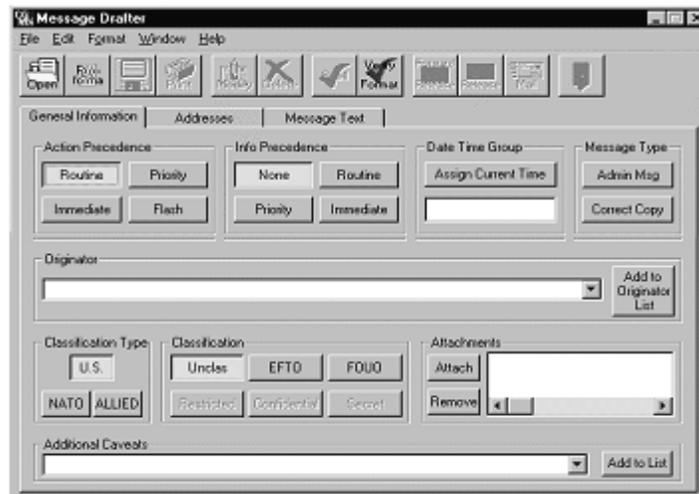
Drafting an Initial CASREP

Introduction

As an ET, you may draft the message in CGMS and send it to your supervisor for review and the operations department, or another authorizing official for transmission. Refer to your unit's SOP for complete instructions.

Message Drafter Screen

Drafting a CASREP message in CGMS includes completing the General Information, Addresses and Message Text sections. The Message Drafter Screen is depicted below. Each step will be described in detail in *Drafting Procedures*.



Note:

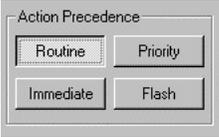
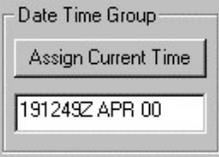
The Message Type button is not used when composing CASREP messages and attachments are not added to CASREP messages.

Drafting an Initial CASREP

Drafting Procedure

Follow the steps below to draft a CASREP message in CGMS. Refer to the pictures for the location of buttons and windows.

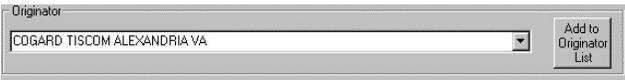
PDS/AP Guidance initials and date.

Step	Action
1.	Click on the Draft button on the CGMS toolbar. 
2.	Click on the appropriate Action Precedence button to assign precedence to the message. 
3. Optional	Click on the appropriate Info Precedence button if a dual precedence message is being drafted.  <p style="text-align: center;">NOTE</p> <p style="text-align: center;"><i>If necessary, the Information Precedence may be used; however, the Action Precedence is the Primary precedence used in CASREP messages.</i></p>
4.	Click on the Assign Current Time button to assign a DTG. 

Continued on next page

Drafting an Initial CASREP (Continued)

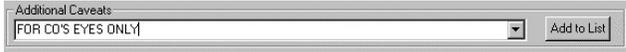
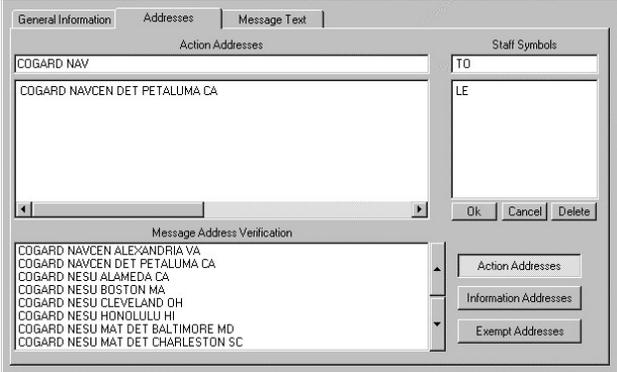
Drafting Procedure (Cont'd)

Step	Action
5.	<p>Select an originator by clicking on the drop-down arrow to display a list of choices.</p>  <p>To add an originator not stored in the program's database, type in the PLA and click on the Add to Originator List button.</p>
6.	<p>Click on the appropriate Classification Type button.</p>  <p>Note:</p> <p>CASREP messages use the U.S. classification type unless the messages are from a unit that is involved in a specific operation with NATO or ALLIED forces and are directed otherwise.</p>
7.	<p>Click on the appropriate Classification button to assign a classification level to the message.</p>  <p>Note:</p> <p>The Restricted, Confidential, and Secret buttons are disabled; CGMS is an unclassified circuit only.</p>

Continued on next page

Drafting an Initial CASREP (Continued)

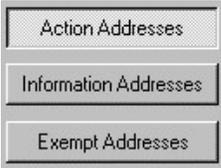
Drafting Procedure (Cont'd)

Step	Action
<p>8. Optional</p>	<p>Click on the appropriate Attachment button to attach a document to forward along with the message, or to delete an attachment.</p> 
<p>9. Optional</p>	<p>Click on the drop-down arrow to view and select options for special category messages.</p> 
<p>10.</p>	<p>Click on the Addresses tab to display the screen below:</p> 

Continued on next page

Drafting an Initial CASREP (Continued)

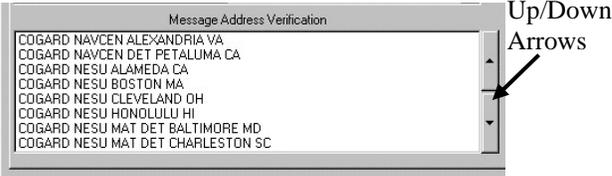
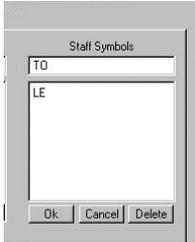
Drafting Procedure (Cont'd)

Step	Action								
11.	<p>Click the appropriate addresses button to assign a PLA.</p> <div style="text-align: center;">  </div> <table border="1" data-bbox="699 684 1243 993"> <thead> <tr> <th>If selecting an...</th> <th>Then click...</th> </tr> </thead> <tbody> <tr> <td>Action address</td> <td>Action Addresses button</td> </tr> <tr> <td>Information address</td> <td>Information Addresses button</td> </tr> <tr> <td>Exempt address</td> <td>Exempt Addresses button</td> </tr> </tbody> </table>	If selecting an...	Then click...	Action address	Action Addresses button	Information address	Information Addresses button	Exempt address	Exempt Addresses button
If selecting an...	Then click...								
Action address	Action Addresses button								
Information address	Information Addresses button								
Exempt address	Exempt Addresses button								
12.	<p>a. Click for an insertion point inside the Action Addresses box.</p> <p>b. Type the first few characters of a PLA to display a relative list.</p> <div style="text-align: center;">  </div>								

Continued on next page

Drafting an Initial CASREP (Continued)

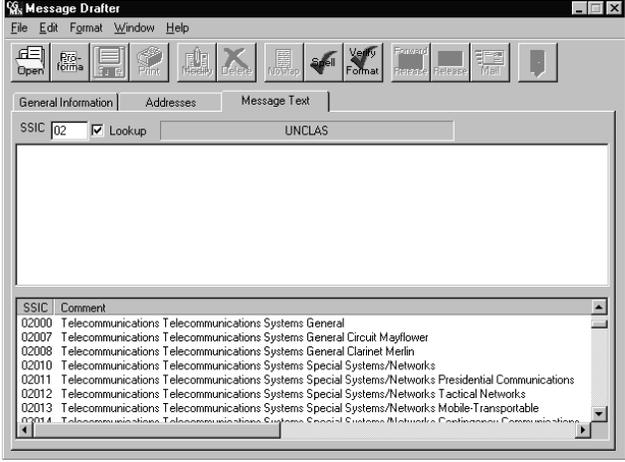
Drafting Procedure (Cont'd)

Step	Action
13.	<p>a. Click the up or down arrows beside the Message Address Verification box to locate the desired PLA.</p> <p>b. Double-click to select the PLA.</p>  <p style="text-align: center;">Note:</p> <p style="text-align: center;">A PLA has been selected when it is viewable in the Action Addresses box.</p>
14.	<p>a. Type staff symbols in the Staff Symbols box.</p> <p>b. Click on the Ok button to append them to the selected PLA.</p> <p style="text-align: center;"><i>If using more than one staff symbol:</i></p> <p>c. Press the Enter key on your keyboard after each staff symbol.</p>  <p style="text-align: center;">Note:</p> <p style="text-align: center;">Use the Cancel or Delete key to remove unwanted Staff Symbols.</p>
15.	<p>Repeat steps 12 through 15 to assign other addressees (action, information, exempt) and staff symbols.</p>

Continued on next page

Drafting an Initial CASREP (Continued)

Drafting Procedure (Cont'd)

Step	Action						
16.	<p>Click on the Message Text tab to display the screen below.</p> 						
17.	<p>a. Assign the SSIC.</p> <table border="1" data-bbox="699 982 1261 1325"> <thead> <tr> <th data-bbox="699 982 927 1031">If you...</th> <th data-bbox="927 982 1261 1031">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="699 1031 927 1079">Know the SSIC</td> <td data-bbox="927 1031 1261 1079">Type in the SSIC.</td> </tr> <tr> <td data-bbox="699 1079 927 1325">Need assistance</td> <td data-bbox="927 1079 1261 1325"> <ul style="list-style-type: none"> • Type in first digit. • Click on the Lookup box to insert a checkmark. • Scroll through the list to find the SSIC. </td> </tr> </tbody> </table> <p>b. Double-click on the desired SSIC to append it to a message.</p>	If you...	Then...	Know the SSIC	Type in the SSIC.	Need assistance	<ul style="list-style-type: none"> • Type in first digit. • Click on the Lookup box to insert a checkmark. • Scroll through the list to find the SSIC.
If you...	Then...						
Know the SSIC	Type in the SSIC.						
Need assistance	<ul style="list-style-type: none"> • Type in first digit. • Click on the Lookup box to insert a checkmark. • Scroll through the list to find the SSIC. 						

Continued on next page

Drafting an Initial CASREP (Continued)

Drafting Procedure (Cont'd)

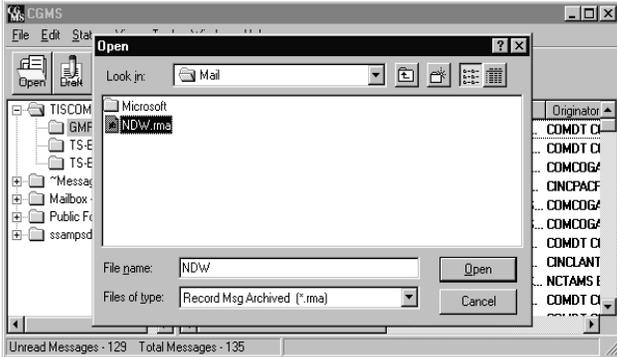
Step	Action
18.	Type your message text in the box provided. <p style="text-align: center;"><i>Note:</i></p> Do not include the final BT and NNNN as part of the message text.
19.	a. Click on the Spell button to check spelling. <div style="text-align: center;"></div> b. Make appropriate changes accordingly.
20.	Click on the Verify Format button to check message format. <div style="text-align: center;"></div>
21.	a. Click on File and then on save message . b. Type in a name for the CASREP and save to a folder. <p style="text-align: center;"><i>Note:</i></p> You can save a message only in the Verify Format view.
22.	Click on the Forward To Release button to send message to the proper releasing authority. <div style="text-align: center;"></div> <p style="text-align: center;"><i>Note:</i></p> The CASREP message can be sent to the Operations Officer for release or to a supervisor. If the Release button is highlighted, then you have releasing authority. Refer to unit SOP for complete instructions.

Making Changes to a CASREP

Change Procedure

PDS/AP Guidance initials and date.

Follow the steps below to open existing messages and make changes. Refer to the pictures for location of buttons and windows.

Step	Action
1.	Click on the Open button on the CGMS toolbar. 
2.	a. Click to highlight the file. <p style="text-align: center;"><i>Note:</i></p> All messages are suffixed by the .rma file extension. b. Click on the Open button. 
3.	Edit the message as necessary.
4.	a. Click on the Spell button to check spelling.  b. Make appropriate changes accordingly.
5.	Click on the Verify Format button to check message format. 
6.	Click on the Forward To Release button to send message to the proper releasing authority. 

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Review Quiz

Instructions

As a review of the material covered in this lesson, complete the exercise below. Using the sample messages (Initial CASREP, Update CASREP, and CASCOR) following this exercise, answer each question in the space provided. Answers are provided in the Feedback section.

Questions

Use the Initial CASREP Message to answer questions 1 through 5.

PDS/AP Guidance Initials and Date <hr/>

1. In call-out 1, what does the number reference? Why is it listed in the CASREP?

2. In call-out 2, what does the code mean? Why is it listed in the CASREP?

3. In call-out 3, what is the character between the slant bars? Why is the character between the slant bars?

4. In call-out 4, what does the number between the slant bars represent?

5. In call-out 5, what do the words and acronyms mean?

Continued on next page

Review Quiz (Continued)

Questions (Cont'd)

Use the Update CASREP message to answer questions 6 through 10.

6. In call-out 6, where does the information in this data set come from?

7. In call-out 7, why are the 1PARTS, the AMPN, and the 1STRIP data sets listed in the CASREP?

8. In call-out 8, what information supports the data field DEFIRD?

9. In call-out 9, what does COSAL stand for?

10. In call-out 10, what other manuals could be used in place of COSAL?

Sample Message

Initial CASREP Message

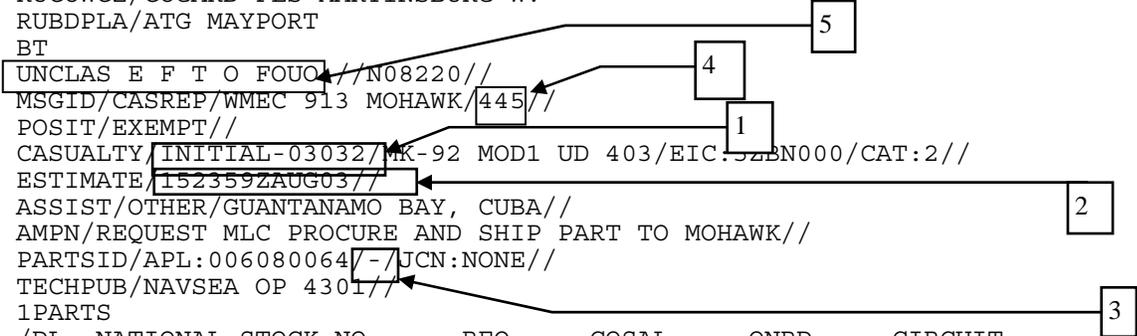
Use the following message to answer questions 1 through 5.

P 171356Z JUL 03 ZUI ASN-A00198000266 PSN 398281M31
 FM USCGC MOHAWK
 TO RUCOWCZ/COMCOGARD MLC LANT NORFOLK VA//VR-1/T/TE/TP//
 RUCOWCA/COMLANTAREA COGARD PORTSMOUTH VA//VA/AOFC//
 RUCOWCV/COGARD NESU WAT DET KEY WEST FL
 AIG 8918
 AIG 6843
 RHFJFGU/COMREGSUPPGRU MAYPORT FL
 RUMIJTF/DIRJIATF SOUTH//J3/J4//
 INFO RULSJGA/COMDT COGARD WASHINGTON DC//G-SEN-2B/G-OCU-3//
 RUCOWCZ/COGARD YARD BALTIMORE MD//ID-320//
 RUDJAGO/NAVSURFWARCEN PORT HUENEME DET LOUISVILLE KY//4K20//
 RULSAMS/NAVICP MECHANICSBURG PA//101.CG/CODE 1012//
 RUWFPBC/NAVSURFWARCEN PORT HUENEME DET SAN DIEGO CA//4W31//
 RUCOQAM/FTSCLANT NORFOLK VA//4221/4222//
 RUCOWCZ/COGARD FLS MARTINSBURG WV
 RUBDPLA/ATG MAYPORT
 BT
 UNCLAS E F T O FOUO//N08220//
 MSGID/CASREP/WMEC 913 MOHAWK/445//
 POSIT/EXEMPT//
 CASUALTY/INITIAL-03032/MK-92 MOD1 UD 403/EIC:5ZBN000/CAT:2//
 ESTIMATE/152359ZAUG03//
 ASSIST/OTHER/GUANTANAMO BAY, CUBA//
 AMPN/REQUEST MLC PROCURE AND SHIP PART TO MOHAWK//
 PARTSID/APL:006080064/-/JCN:NONE//
 TECHPUB/NAVSEA OP 4301//
 1PARTS

/DL	NATIONAL STOCK NO.	REQ	COSAL	ONBD	CIRCUIT
/01	5960-01-065-5332	001	001	000	G01//

 AMPN/ALLOWANCE SHORTFALL ITEM.//
 RMKS/1. DURING ROUTINE PMS, TECH FOUND SEARCH INCIDENT POWER
 READING ON DSOT DISPLAY METER AT 85 W. AT SAME TIME, TECH NOTICED
 VIDEO QUALITY ON PPI DEGRADED. TECH ATTEMPTED TO ADJUST R40 ON
 PAN C OF UD403 WITH NEGRES. SYSTEM IS OPERATIONAL WITH DEGRADED
 VIDEO RETURN. REQUEST MLC PROCURE MAGNETRON AND SHIP TO MOHAWK BY
 FASTEST TRACEABLE MEANS. REQ PART TO ARRIVE IN GTMO NLT 22 JUN 03.
 2. POC FT1 BRYAN, MBRYAN(AT)CGCMOHAWK.USCG.MIL//
 #0066
 BT
 NNNN

NOTE
 An alphanumeric sequence is generated by CGMS and attached to all messages released in CGMS. Personnel have no control of characters that are attached.



Continued on next page

Sample Message (Continued)

Update CASREP Message

Use the following message to answer questions 6 through 10.

```

R 012021Z AUG 03 ZUI ASN-A00214000043 PSN 537418M28
FM USCGC FORWARD
TO RUCOWCZ/COMCOGARD MLC LANT NORFOLK VA//VR1//
AIG 6843
AIG 8908
RUCOWCZ/COGARD YARD BALTIMORE MD//ID320/X33//
INFO RULSJGA/COMDT COGARD WASHINGTON DC//G-OPD/G-SCE//
RUCOWCA/COMLANTAREA COGARD PORTSMOUTH VA//AOFC//
RUCOWCZ/COGARD ENGLGCEN BALTIMORE MD//016//
RUWFPBC/NAVSURFWARCENDIV PORT HUENEME CA//W432//
RUCBTFA/COMNAVSURFLANT NORFOLK VA
RHFJFFI/FTSCLANT DET MAYPORT FL
RUCOWCZ/COGARD FLS MARTINSBURG WV
RULSAMS/NAVICP MECHANICSBURG PA//031CG//
BT
UNCLAS FOUO //N08222//
MSGID/CASREP/WMEC FORWARD 911/615//
POSIT/EXEMPT//
REF/CASREP/WMEC FORWARD 911/251534ZJUL03//
CASUALTY/UPDATE-01-03020/MK 53 MOD 0/EIC:5111C38/CAT:2//
ESTIMATE/152359ZAUG03/DEFRD/
ASSIST/OTHER/CG YARD BALTIMORE MD//
AMPN/REQUEST CG YARD BALTIMORE MD ARRANGE FOR SHIPMENT OF DL01 TO
MEET ORIGIN IN ARUBA ON 12 AUG 03.//
PARTSID/APL:006080087/-/JCN:Z11511-OWFT-0037//
TECHPUB/OP4301 SERIES//
1 PARTS
/DL NATIONAL STOCK NO.   RQD   COSAL  ONBD  CIRCUIT
/02 5990-01-105-4954     001   000    000  RESOLVER//
AMPN/REASON PART NOT ON BOARD- NO ALLOWANCE//
1STRIP
/DL DOCUMENT ID   QTY  PRI  RDD  ACTIVITY  REQUISITION STATUS
/02 115113213W012 001  02  3224 VL          ON ORDER//
RMKS/1. REMOVED BEARING PLATE ASSEMBLY FOR SHIPMENT TO CG YARD. UPON
REMOVAL TECHS NOTICED RESOLVER SSI LOCKED UP AND PLASTIC COUPLER
BROKEN. UNIT HAS ORDERED DL02 AND WILL RECEIVE PART UPON ARRIVAL
AT MPB 12 AUGUST 03.//
#0380
BT
NNNN
    
```

7

8

9 & 10

6

Review Quiz Answers

Answers

Compare your answers to the following:

Question	Answer	Reference
----------	--------	-----------

1.	The CASREP Serial Number, which lists the year and the total number of casualty reports for a particular unit. A reader can tell by looking at the CASREP Serial Number how many CASREP messages a unit has sent out during the year.	Pg 25
2.	15 August 2003 at 2359 Zulu Reports the estimated date-time, month & year of repair when the casualty correction repairs will be completed based on the parts and outside assistance required.	Pg 31
3.	The character is a hyphen, used to represent that the Component Identification Number (CIN) for the requested part is unknown.	Pg 34
4.	The Message Serial Number represents the number of CASREP messages sent by a unit.	Pg 19
5.	The CASREP message is unclassified, Encrypted For Transmission Only (EFTO), and For Official Use Only (FOUO).	Pg 18 & 3
6.	The 1STRIP information comes from the MILSTRIP sent by the unit to order the parts.	Pg 38

Continued on next page

Review Quiz Answers (Continued)

Answers	Question	Answer	Reference
	7.	<ul style="list-style-type: none"> • The 1PARTS data set reports the part needed to fix the equipment. • The AMPN data set explains why the part needed to fix the equipment is not on board the cutter, boat, or at the unit. • The 1STRIP data set explains to the reader that the needed part has been ordered. 	Pg 35, 29 & 38
	8.	The ASSIST and AMPN data sets that follow the ESTIMATE data set, explaining that the part DL01 needs to be shipped to the cutter in Aruba for the MK 53 MOD 0 to be fixed.	Pg 32, 29 & 31
	9.	Consolidated Shipboard Allowance List Manual	Pg 4
	10.	The Management Information for Configuration and Allowances Manual (MICA)	Pg 34

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Lesson 4

HOW TO SUBMIT A CONFIGURATION CHANGE FORM (OPNAV 4790 C/K)

Overview

Introduction The importance of reporting configuration changes cannot be overemphasized. The quality and accuracy of information reported in the baseline of the Weapons System File (WSF)/MICA Master File directly determines the quality of MICA/COSAL support to the unit. If configuration changes are not reported, vital support elements will not be on hand when needed. Without such support, the material readiness of a unit is adversely affected. Considering the impact on unit support systems, all configuration changes must be accurately reported as soon as possible.

Objectives Given an OPNAVINST 4790.4 (Series) 3-M manual and required information, **SUBMIT** a completed OPNAV 4790 C/K.

References The following references were used for this lesson:

- Supply Policy and Procedures Manual (SPPM) COMDTINST 4400.19 (series)
- Electronics Manual, COMDTINST M10550.25 (series)
- Ship's Maintenance, Material, and Management (3M) Manual, OPNAVINST 4790.4 (series)

OPNAV 4790C/K

Introduction

The OPNAV 4790 C/K is used to:

- Report completion or partial completion of alterations and maintenance actions that resulted in a configuration change
- Correct discrepancies and errors in the configuration files

Types of 4790 C/K

Three blocks at the top of the form are used to specify what type of action is being reported. Use the following table to determine the type of 4790 C/K. Use the following table to determine the type of 4790 C/K and which box to mark at the top of the form.

Note: Refer to sample 4790C/K

If the 4790 reports...	Then mark...
Installation/addition of equipment or component	CONFIG FILE CORR
A configuration file correction	CONFIG FILE CORR
Field change or change to internal components	COMP M/A NO DEFL
A completed maintenance action that had no prior deferral	COMP M/A NO DEFL
Removal of equipment or component	COMP DEFL
Completed deferral	COMP DEFL

Continued on next page

OPNAV 4790C/K (Continued)

OPNAV 4790 C/K Form

A 4790 C/K is divided into four sections; the table below describes the contents of each section:

Note: Refer to sample 4790C/K

Section Number	Name of Section	Description
I.	Job Identification	This section identifies the system or equipment involved in the configuration action. If a component/subunit is being reported, the Job Identification in this section must be that of the highest assembly. Components/subunits are reported in Section III.
II.	Job Description/ Remarks	This section contains remarks relating to the accomplishment of the action. In some cases, an alteration directive will specify that certain information be documented.
III.	Configuration Change Identification	This section contains information on the component(s) affected by the maintenance (configuration change) action. The Job Identification Level (Section I) will be completed to the highest assembly directly affected by the change. The subunits are reported to the individual APL level in Section III. An OPNAV 4790 C/K allows only one component (subunit) to be reported per form. When multiple subunits need to be reported "Continuation Sheets" OPNAV 4790 C/K(C), which can report up to four components per form, can be attached.
IV.	Special Purpose	This section is filled in on board, with the exception of Block 30, which is no longer applicable.

Continued on next page

OPNAV 4790C/K (Continued)

Sample Form Refer to section descriptions for content of each section.

Note: Additional examples can be found in the OPNAVINST 4790.4 (series)

SHIP'S CONFIGURATION CHANGE FORM OPNAV 4790C/K

CONFIG FILE CORR. COMP. MA. NO DEF. COMP. DEF.

SECTION I JOB IDENTIFICATION

JOB CONTROL NUMBER: 05837 EMO 12459
 ALTERATION IDENTIFICATION: 4. ALTERATIONS (SHIPALT, ORDALT, P.D. CHG, #B.): 7801

1. SHIP'S USC: 05837 2. WORK CENTER: EMO 3. JOB SEQ. NO.: 12459

A. SHIP'S NAME: USS PUGET SOUND B. HULL NUMBER: AD38 5. EIC: 7801 8. ACT. TON: 1

5. EQUIPMENT NOUN NAME: FIRE PUMP MTR 6. S/F MFRS. EXP: 00560 7. ACT. MAINT: 23 10. COMP. DATE: 4018 11. MTR:

SECTION II JOB DESCRIPTION/REMARKS

12. JOB DESCRIPTION/REMARKS: REPLACE DEFECTIVE MOTOR

SECTION III CONFIGURATION CHANGE IDENTIFICATION

13. COMPONENT NOUN NAME: MOTOR AC 14. QUANTITY: 001 15. EIC: R

16. COMPONENT IDENTIFICATION: 4 17. COMPONENT SERIAL NUMBER: NONE

18. COMPONENT APLAEL: 174751305 19. LOCATION (DECK/CABIN/SIDE): 6-117-0-E 22. EIC: 7801

21. NEXT HIGHER ASSEMBLY: FIRE MAIN SYSTEM 23. SAC: O A A N M E M O 1 24. WORK CENTER:

24. NAMEPLATE DATA:

25. MIP: EL4 / 28 - 51 26. EOSS:

27. TM: 0922-LP-010-6010

SECTION IV SPECIAL PURPOSE

28. RIN: A0102 29. AILSIN: 30. SECAS OFFICE USE:

- INSTRUCTIONS -

ITEM NUMBER	SECTION I & II DESCRIPTION	SECTION I & II			LEGEND
		PAGE 1	CONT PAGE		
1-3	JOB CONTROL NUMBER	M		M	IA - IF AVAILABLE IP - IF APPLICABLE M - MANDATORY SECTION I, BLOCK 8 ACTION TAKEN SECTION III, BLOCK 15 COMPONENT ACTION MAINTENANCE ACTIONS: R - REMOVED EQUIPMENT I - INSTALLED EQUIPMENT M - MODIFIED EQUIPMENT CONFIG FILE CORR NO MAINTENANCE ACTION A - ADDITION OF RECORD D - DELETION OF RECORD C - CORRECT/CHANGE EXISTING RECORD
4	ALTERATION IDENTIFICATION	IP		IP	
5	EQUIPMENT IDENTIFICATION	M		NR	
6	ACTION TAKEN	M		NR	
7	EQUIPMENT NOUN NAME	M		NR	
8	SHIP'S FORCE MANHOURS	M		NR	
9	ACTIVE MAINTENANCE TIME	M		NR	
10	COMPLETION DATE	M		NR	
11	METER READING	IP		NR	
12	JOB DESCRIPTION (REMARKS)	O		NR	
13	SECTION III DESCRIPTION	REMOVE (R/D)	INSTALL (I/A)	MODIFY (M/C)	
14	COMPONENT NOUN NAME	M	M	M	
15	QUANTITY	M	M	M	
16	COMPONENT ACTION	M	M	M	
17	COMPONENT IDENTIFICATION	IP	IP	IP	
18	COMPONENT SERIAL NUMBER	IA	IA	IA	
19	COMPONENT APLAEL	M	IA	IA	
20	LOCATION	M	M	M	
21	EQUIPMENT IDENTIFICATION CODE	NR	IA	NR	
22	NEXT HIGHER ASSEMBLY	IP	IP	IP	
23	SERVICE APPLICATION CODE	IA	IA	IA	
24	WORK CENTER	NR	M	NR	
25	NAMEPLATE DATA	NR	M	NR	
26	MAINTENANCE INDEX PAGE	IA	IA	IA	
27	EOSS	IP	IP	IP	
28	TECHNICAL MANUAL NUMBER	IA	IA	IA	

5A - PARTIALLY COMPLETED ALTERATION
 5B - FULLY COMPLETED ALTERATION
 5C - FULLY COMPLETED EQUIVALENT TO ALTERATION
 5D - ALTERATION DIRECTIVE NOT APPLICABLE
 1 - MAINTENANCE ACTION COMPLETED; PARTS REQUIRED
 2 - MAINTENANCE ACTION COMPLETED - REQUIRED PARTS NOT DRAWN FROM SUPPLY (LOCAL MANUFACTURE, PRE-EXPENDED BINS)
 3 - MAINTENANCE ACTION COMPLETED; NO PARTS REQUIRED
 SHIP SEQUENCE

Continued on next page

OPNAV 4790C/K (Continued)

Obtaining the form

The Ship's Configuration Change form (OPNAV 4790 C/K) can be filled out using Adobe Forms on Standard Work Station III.

Completing a 4790C/K

Each section is divided into numbered fields. There are thirty fields on the form. The procedures for completing a 4790 C/K comprise more than five pages and thirty steps (one for each field). Refer to Appendix B of OPNAVINST 4790.4 (series) 3-M Manual for the exact procedure.

Procedures can also be found at the bottom of the form or in the SPPM, COMDTINST 4400.19 (series).

Note: Units shall fill in, as a minimum, blocks 1 through 7, 13 through 23, signature blocks, Work Center Supervisor and 3M Coordinator (if applicable).

Submitting a 4790 C/K

The procedure for handling and submitting a completed OPNAV 4790 C/K will vary from unit to unit. The original of the four-part form is submitted to the applicable ELC (Coast Guard equipment) that supports that unit for publishing and distributing applicable allowance, maintenance, and configuration documents to field units.

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Review Quiz

Questions

1. What form is used to report completion or partial completion of alterations and maintenance actions that resulted in a configuration change?
 - A. OPNAV 4790 C/K
 - B. DD - 1348
 - C. DOT 4200.1.2
 - D. DD - 1149

2. When filling out a Configuration Change Form, what blocks should units fill in, as a minimum?

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Review Quiz Answers

Answers

Question	Answer	Reference
1	A	4-2
2	1 – 7, 13 – 23, and signature blocks, Work Center Supervisor	4-5

Lesson 5

HOW TO VERIFY THE UNIT'S PMS

Overview

Introduction

The purpose of the Preventative Maintenance System (PMS) is to have a pro-active maintenance plan vice a reactive maintenance plan. Electronic equipment is going to fail. By monitoring historical aspects of parts that fail, a maintenance plan can be developed to test high failure areas.

All ordnance equipment is to be maintained IAW the Ordnance Manual COMDTINST M8000 (series), and the Maintenance Material Management (3-M) Instruction, OPNAVINST 4790.4 (series). Knowing how to properly prepare PMS schedules is essential, at all levels, to the timely scheduling, accomplishment, and documentation of work center responsibilities. It is important to note that scheduling is only one part of PMS management from this structure several other functions are built. Understanding PMS scheduling will help make you a valuable asset to your division, department, and unit.

The Coast Guard Preventative Maintenance System (CGPMS) is a standardized preventative maintenance program for Coast Guard equipment not covered by Navy Preventative Maintenance. This system is based on the Navy PMS system; there are some minor term differences.

Lesson Objectives

Given access to CMPlus and the CGPMS workbooks, **VERIFY** accuracy of the unit's PMS.

References

The following references were used for this lesson:

- Ship's Maintenance, Material and Management (3-M) Manual , OPNAVINST 4790.4 (series)
 - Ordnance Manual, COMDTINST M8000.2 (series)
 - Electronics Manual COMDTINST M10550.25 (series)
 - CGPMS Users Guide
-

Verify PMS Documents

Introduction

PMS for each work center is scheduled to prevent duplication or omission of maintenance. As an ET you will be responsible not only to complete the maintenance, but to also produce or verify the various schedules (boards) used to record used to record the maintenance. The schedules are:

Schedules	Description
Cycle	Used to plan and schedule maintenance requirements to be conducted during each calendar year. This schedule is updated after overhaul (dry-dock) or component change.
Quarterly	Displays the work center's PMS requirements to be performed during a specific 3 – month period. This schedule, updated weekly, provides a ready reference to the status of PMS for each work center.
Weekly	Displays the planned maintenance scheduled for accomplishment in a given work center during a specific week. A weekly PMS schedule is posted in each work center and used by the work center supervisor to assign and monitor the accomplishment of required PMS tasks by work center personnel.

Continued on next page

Verify PMS documents (Continued)

LOEPs

The List of Effective Pages (LOEP) is a report from the Navy. It is report number PMS 5. It is a part of the Work Center PMS Manual. The LOEP is received from the Navy by NAVSEA and is forwarded to the unit. Each LOEP is unit and work center specific.

The LOEP is divided into two sections:

- Header section
- Body section

LOEP Contents Header Section

The Header section contains the following field:

Note: Refer to the sample LOEP

Field Number	Description
1.	Date – The date the SFR was generated.
2.	Time – The time the SFR was generated.
3.	<p style="text-align: center;">SFR Number – Two parts:</p> <p style="text-align: center;">Number of the SFR</p> <p style="text-align: center;">1 = First SFR of the year</p> <p style="text-align: center;">2 = Second SFR of the year</p> <p style="text-align: center;">Last 2 digits is the year.</p> <p style="text-align: center;"><i>Example:</i> 1 – 09</p>
4.	Unit – The type of unit. Example: WMEC 629.
5.	UIC – Unit Identification Code. Six character unique code for each unit.
6.	Work Center – Specific work center this LOEP was generated. Example: ET01
7.	Unit Name – Example – CGC CHASE

Continued on next page

Verify PMS Documents (Continued)

LOEP Contents Body Section The Header section contains the following fields:

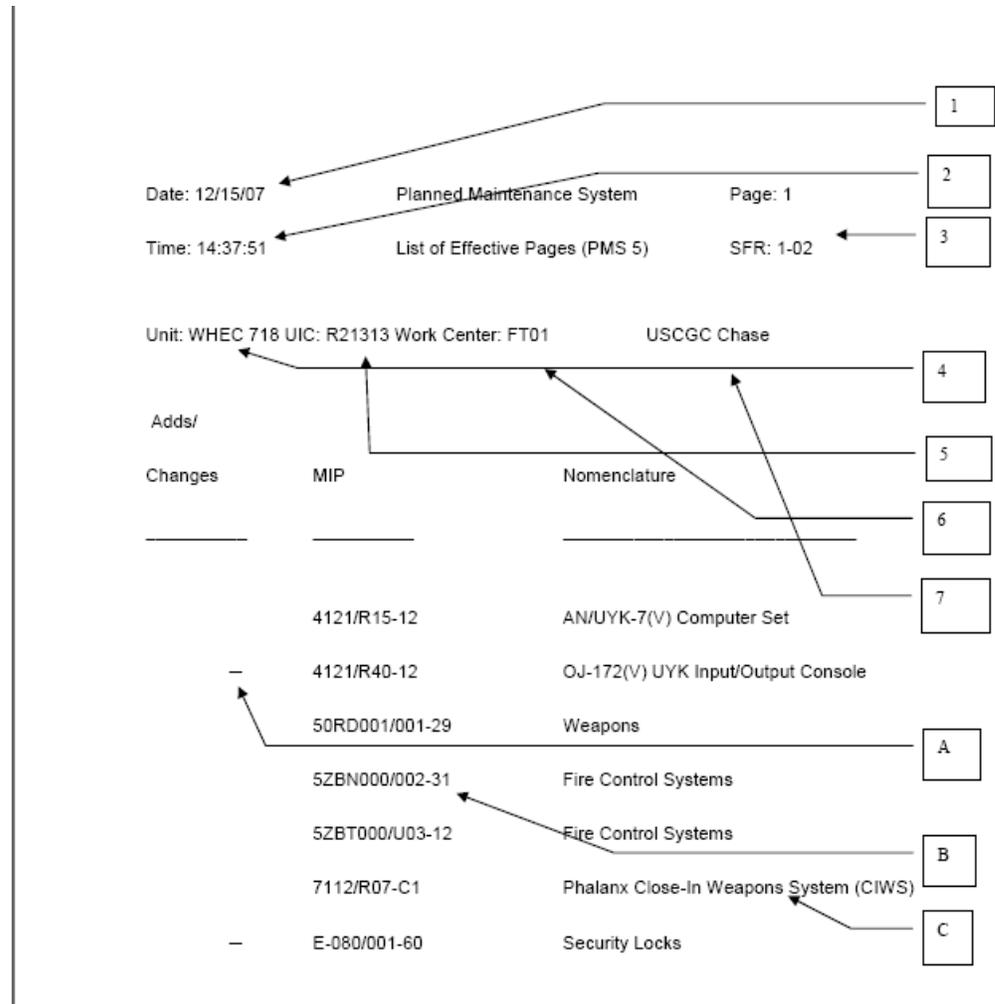
Note: Refer to the sample LOEP

Field Number	Description
A.	Adds/Changes – indicates if there has been an Add or Change to that MIP. Indicated by a (-) next MIP number.
B.	MIP number – Specific MIP number and generation Date Code.
C.	Nomenclature – The specific name of the system or equipment.

Verify PMS Documents (Continued)

Sample LOEP

Sample LOEP from the CGC CHASE



Continued on next page

Verify PMS documents (Continued)

MIP

Maintenance Index Pages (MIPs) are prepared and issued for each installed system/equipment for which PMS support has been established. They are the basic PMS reference document. Each is an index of the complete set of Maintenance Requirement Cards (MRCs) applicable to a ship system, subsystem, or equipment.

MIP Contents

MIP's are designed alike. MIP's contain the following fields:

Note: Refer to the sample MIP

Field Number	Description
1.	a. SYSCOM MIP control number b. Generation date by month and year
2.	Ship system, system, subsystem, or equipment (nomenclature/mark, mod.)
3.	Reference Publications
4.	Configuration
5.	Scheduling Aides – notes used to help the person scheduling the MRC's.

Continued on next page

Verify PMS Documents (Continued)

MIP Contents (Cont'd)

Below is a continuation of the previous table:

Field Number	Description														
6.	<p>Maintenance Actions – divided into six columns. The MRC's are subdivided into three sections:</p> <ul style="list-style-type: none"> • Scheduled • Unscheduled • Inactive Equipment Maintenance – is sub-divided into four sections: <ul style="list-style-type: none"> - Lay-up Maintenance - Periodic Maintenance - Start-up Maintenance - Operation Test <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Column</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">a.</td> <td>SYSCOM MRC control number (three different systems in use, all end in a two character data code)</td> </tr> <tr> <td style="text-align: center;">b.</td> <td>Maintenance Requirement Description</td> </tr> <tr> <td style="text-align: center;">c.</td> <td>Periodicity Code</td> </tr> <tr> <td style="text-align: center;">d.</td> <td>Rate (skill level)</td> </tr> <tr> <td style="text-align: center;">e.</td> <td>Man-hours</td> </tr> <tr> <td style="text-align: center;">f.</td> <td>Related maintenance</td> </tr> </tbody> </table>	Column	Description	a.	SYSCOM MRC control number (three different systems in use, all end in a two character data code)	b.	Maintenance Requirement Description	c.	Periodicity Code	d.	Rate (skill level)	e.	Man-hours	f.	Related maintenance
Column	Description														
a.	SYSCOM MRC control number (three different systems in use, all end in a two character data code)														
b.	Maintenance Requirement Description														
c.	Periodicity Code														
d.	Rate (skill level)														
e.	Man-hours														
f.	Related maintenance														

Continued on next page

Verify PMS Documents (Continued)

Sample MIP

Sample MIP from OJ-172 (V)/UYK Input/Output Console:

Maintenance Effectiveness Review (MER) Analyzed 08/17/2001

DISTRIBUTION STATEMENT D:

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MIP CONTROL NUMBER: 4121/R40-12 Date: January 2002

SHIP SYSTEM, SYSTEM, SUBSYSTEM, OR EQUIPMENT
 OJ-172 (V)/UYK
 Input/Output Console
 4121

REFERENCE PUBLICATIONS
 NAVSEA 0967-LP-011-0172
 SE 640-AD-MMM-010
 SE 640-AD-MMM-020
 SE 640-AD-MMM-030

CONFIGURATION
 Paper Tape Reader (NMR)
 Paper Tape Punch (NMR)
 Incorporates Surface Maintenance Effectiveness Review (SURFMER) Cycle 37

SCHEDULING AIDS
 1. Review and delete MRCs not applicable to your configuration. No feedback report required.
 ** For scheduling purposes only; no MRC is

OTHER	MRC NO.	MAINTENANCE REQUIREMENT DESCRIPTION	PERIO-DIGITY CODE	RATES	MAN HRS	RELATED MAINT
	12 FV02 N	1. Inspect and clean magnetic tape unit (MTU) guidance system.	W-1	ET/FC3	0.5	None
	12 FV10 N	1. Inspect and clean input/output console.	Q-1	ET/FC3	1.0	None
	12 FV25 N	1. Inspect, clean, and lubricate teletypewriter.	S-1	ET/FC3	1.5	None
	12 FV18 N	1. Inspect and clean magnetic tape unit (MTU).	A-1	ET/FC3	0.5	S-1
UNSCHEDULED MAINTENANCE						
	47 FV28 U	1. Measure power supply voltages. 2. Measure time delays.	U-1			None
	47 FV19 U	Magnetic Tape Unit (MTU) 1. Measure power supply voltages. 2. Measure solar cell, lamp, and EOT/BOT sensor currents. 3. Measure capstan speed. 4. Measure read-write amplifier outputs. 5. Measure start-stop delays.	U-2			None

Maintenance Index Page (MIP) Page 1 of 2 SYSCOM MIP: 4121/R40-12
 OPNAV 4790/85 (REV. 9-97)

1a-b

2

3

4

5

6a-f

Scheduled

Continued on next page

Verify PMS Documents (Continued)

MRC's

Maintenance Requirement Cards – provide detailed procedures for performing a maintenance requirement. An MRC describes who, what, how, and with what resources a specific requirement will be accomplished.

MRC Contents

Refer to the sample MRC on the following pages:

Field Number	Description
1.	MRC Code consists of two parts: <ul style="list-style-type: none"> • MIP series code • Periodicity code
2.	Ship system, system, subsystem, equipment. Identification of the ship system (functional group), system, subsystem, or equipment involved.
3.	Rates – Identifies the recommended skill level of the person considered capable of performing the maintenance requirements.
4.	Man-Hours (M/H) – The average time expended by each rate listed in the rates block to perform the maintenance listed in hours and tenths of an hour. When more than one person in the same rate is required and time requirements are equal, M/Hs are listed for each person separately.
5.	Maintenance Requirement Description – A brief definition of work to be done. Safety Precautions – A listing of those precautions and references, which direct attention to possible hazards to personnel and equipment while doing maintenance.
6.	Tools, parts, materials, and test equipment needed.

Continued on next page

Verify PMS Documents (Continued)

MRC contents (Cont'd)

Below is a continuation of the previous table:

Field Number	Description								
7.	Hazardous Material Control Statement - This statement concerning HAZMAT safety and instructions.								
8.	Procedure block is the step-by-step procedure to complete the maintenance requirement.								
9.	<p>SYSCOM number is a unique identifier for that MRC, it is a three part code:</p> <table border="1"> <thead> <tr> <th>Part number</th> <th>Description and Example</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td> Development date. First digit – month of development <i>Note:</i> October, November, and December represented by the letters A, B, and C. Second digit – last digit of the year of development. </td> </tr> <tr> <td>b.</td> <td>NAVSEA unique four character code.</td> </tr> <tr> <td>c.</td> <td> Order parts for replacement Y= Yes N= No </td> </tr> </tbody> </table>	Part number	Description and Example	a.	Development date. First digit – month of development <i>Note:</i> October, November, and December represented by the letters A, B, and C. Second digit – last digit of the year of development.	b.	NAVSEA unique four character code.	c.	Order parts for replacement Y= Yes N= No
Part number	Description and Example								
a.	Development date. First digit – month of development <i>Note:</i> October, November, and December represented by the letters A, B, and C. Second digit – last digit of the year of development.								
b.	NAVSEA unique four character code.								
c.	Order parts for replacement Y= Yes N= No								

Continued on next page

Verify PMS Documents (Continued)

Sample MRC

Sample MRC from OJ-172 (V)/UYK Input/Output console

Maintenance Effectiveness Review (MER) Analyzed 08/17/2001

DISTRIBUTION STATEMENT D:

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Date: January 2002 MIP Series: 4121 Periodicity: W-1

Location:

Ship System: Command and Control 410

System: Data Processing Group 412

SubSystem: Tactical Data Processing 4121

Equipment: OJ-172(V)/UYK Input/Output Console 4121

Rates	Man-Hours	Rates	Man-Hours	Rates	Man-Hours
ET/FC3	0.5				
Total Man-Hours:	0.5	Elapsed Time:	0.5		

MAINTENANCE REQUIREMENT DESCRIPTION

1. Inspect and Clean Magnetic Tape Unit (MTU) Guidance System.

SAFETY PRECAUTIONS

1. Forces afloat comply with NAVOSH Program Manual for Forces Afloat, OPNAVINST 5100.19 series; shore activities comply with NAVOSH Program Manual, OPNAVINST 5100.23 series.
2. Avoid inhalation of, ingestion of, skin contact with, and eye contact with hazardous materials. Avoid use near heat or open flame and provide adequate ventilation. Consult work center supervisor if unsure whether ventilation is adequate and if respiratory protection is necessary.

TOOLS, PARTS, MATERIALS, TEST EQUIPMENT

MATERIALS

1. [00063] Applicator, disposable
2. [00701] Isopropyl alcohol, technical, TT-I-735, GRADE A Hazardous Material User's Guide (HMUG) Group 15 , Disposal Method 3
3. [02376] Water, fresh, No NSN -- W/C provide
4. [02391] Towel, machinery wiping

TOOLS

1. [02271] Flashlight, Type 3, style 1, explosive proof

NOTE: Numbers in brackets can be referenced to Standard PMS Materials Identification Guide (SPMIG) for identification.

HAZARDOUS MATERIALS CONTROL STATEMENT (U)

The Hazardous Material Users Guide (HMUG), OPNAV P-45-110-(), provides additional control measures, precautions, personal protective equipment (PPE), and spill controls for the hazardous material(s) identified in the Tools, Parts, Materials, Test, Equipment block. Maintenance personnel shall determine if additional PPE is necessary to accomplish the MRC and take appropriate action to obtain and wear such PPE to ensure the safety of maintenance personnel. Report any deficiencies via PMS feedback report.

PROCEDURE

1. Inspect and Clean Magnetic Tape Unit (MTU) Guidance System.

NOTE 1 : Statement of Relevance - This task removes dirt from

Maintenance Requirement Card (MRC) Page 1 of 1 SVSCOM: 13 FV03 N
 OPNAV 4790/85 (REV. 9-97)

1a

1b

2

3

4

5

6

7

8

9a 9b 9c

Continued on next page

Verify PMS documents (Continued)

Periodicity Codes

The periodicity code is used to identify the time interval between completions, or the frequency of completion of a maintenance requirement. Knowing these codes will aide in the scheduling process.

There are two types of Periodicity Codes:

- Calendar (based on interval)
- Non-Calendar (based on special circumstances)

Note: Non-calendar periodicities CANNOT initially be scheduled, on ANY schedule

Code	Meaning	Interval
A	Annual	Scheduled once a year
S	Semi-Annual	Schedule twice a year
Q	Quarterly	Once each quarter (every 4 th month)
M	Monthly	Once each month (3 to 6 weeks apart)
W	Weekly	Once each week
D	Daily	Daily
xM	X= amount of additional separation	4M= Every 4 months 36M= Every 36 months
xW	X= amount of additional separation	2W= Every 2 nd week
xD	X=amount of additional separation	3D= Every 3 rd day

Verify PMS documents (Continued)

Non–Calendar Periodicity codes

Below are some examples of Non-Calendar periodicity codes:

Code	Meaning	Interval
R	Situational Requirement	As required (i.e. while underway)
U	Unscheduled	As a result of a casualty this maintenance was completed
Inactive Equipment Maintenance (IEM)		
LU	Layup Maintenance	Performed before going into a yard period where the equipment is unused and covered
PM	Preventative Maintenance	Performed while equipment is in layup to ensure coverage
SU	Start Up	Performed on equipment to remove it from layup status
OT	Operational Test	Performed to check normal operation after layup

Mandatory Related Maintenance

Any periodicity code followed by the # sign will have a mandatory related maintenance. Both maintenance checks must be scheduled together in the same week/day.

Example: M-1# (W-1)

Meaning the scheduled monthly check has a required weekly check that must also be scheduled and completed.

Sequential Numbering

After the periodicity code there will be a number indicating the sequential number of checks with that same periodicity.

Example:

M-1, M-2, M-3...as required

Note: Not all MIP's have multiple checks with the same periodicity.

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Review Quiz

Questions

1. What is the purpose of PMS?

2. What are the 3 maintenance schedules for CGPMS?

- A. Quarterly
- B. Weekly
- C. Daily
- D. Cycle

3. What sections is the LOEP divided into. Circle all that apply?

- A. Footer
- B. Header
- C. Body
- D. Part

4. What determines who, what, how, and with what resources a specific requirement will be accomplished by?

- A. MIP
- B. MRC
- C. EOLP
- D. LOEP

5. What is the periodicity code used for?

Review Quiz Answers

Answers	Question	Answer	Reference
	1.	To have a pro-active maintenance plan vice a reactive maintenance plan.	5-1
	2.	A, B, and D	5-2
	3.	B and C	5-3
	4.	B	5-9
	5.	They're used to identify the time interval between completions or the frequency of completion of a maintenance requirement.	5-11

Lesson 6

HOW TO DOCUMENT LOCAL DESTRUCTION

Overview

Introduction

The purpose of this lesson is to direct the technician in the proper procedures for the local destruction of electronic equipment. Proper procedures must be maintained in order to keep the unit's property current and to ensure proper disposal of classified material.

All electronic equipment must be destroyed IAW the Supply Policy and Procedures Manual (SPPM) COMDTINST M4400.19 (series).

Lesson Objectives

Given the proper authority, **DOCUMENT** local destruction IAW the Supply Policy and Procedures Manual (SPPM):

References

The following references were used for this lesson:

- Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
-

Overview

Introduction

As an ET you will be directed to dispose of numerous electronic items throughout your career. In some instances you will be tasked to destroy the equipment locally. Local destruction is done at your local unit and is documented by using a Report of Survey (CG-5269).

Preparing a Report of Survey

A Report of Survey (CG-5269) documents incidents when Government materiel is lost, damaged, or destroyed. The Report of Survey also serves as a support document for adjusting the materiel from unit records. The Report of Survey is also used to charge financial liability assessed, or provide relief from a financial liability.

Example:

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5269 (REV. 03-04)		REPORT OF SURVEY				DATE
						NUMBER
ACTIVITY		ORIGINATOR (Signature and Title)				
REQUEST FOR SURVEY						
ITEM	STOCK NUMBER AND DESCRIPTION	CONDITION CODE	QUANTITY	UNIT PRICE	TOTAL VALUE	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
REASON FOR SURVEY		ACCOUNTING CLASSIFICATION				
ATEU		COST CENTER OFFAL			OTHER CODE	
ACTION BY COMMANDING OFFICER OR DELEGATE						
SURVEY TO BE MADE BY:		SIGNATURE (C.O. or delegate)				DATE
1.						
2.						
3.						
SURVEY REPORT AND RECOMMENDATION						
ITEM(S) SURVEYED IN ACCORDANCE WITH COAST GUARD REGULATION BY: (Signature)(Rank)(Aircraft)						
(1)	(2)	(3)				
REVIEW OF SURVEY REPORT						
<input type="checkbox"/> APPROVED	SIGNATURE (C.O. or delegate)	DATE	FINAL APPROVING AUTHORITY			
<input type="checkbox"/> DISAPPROVED			<input type="checkbox"/> UNIT	<input type="checkbox"/> DISTRICT	<input type="checkbox"/> COMDT	<input type="checkbox"/> OTHER <input type="checkbox"/> MLC
DISTRICT/MLC APPROVED/DISAPPROVED		DATE	COMMANDANT APPROVED/DISAPPROVED			
			SIGNATURE RANK AND TITLE			
SPECIFIC DISPOSAL ACTION TAKEN			SIGNATURE RANK AND TITLE			DATE
PREVIOUS EDITION IS OBSOLETE						
						Reset

Preparing a Report of Survey

Report of Survey

The following table will help you in filling out a Report of Survey CG-5269:

Block	Action
Date	Enter the date when the CG-5269 was prepared.
Number	Supply Officer or designated individual in charge of supply, assigns a four digit serial number suffixed by the last two digits of the fiscal year, e.g. 0001-09.
Activity	The name of the activity where the Board of Survey is convened.
Originator	Supply Officer or designated individual in charge of supply.
Item(s)	Number of items on attached CG-3114, Discrepancy report or CMPlus Physical Inventory Report.
Condition Code	Annotate on the survey any condition other than "A" on CG-3114 and CMPlus Inventory Report.
Quantity, Unit Price and Value	List on CG-3114 and CMPlus form attached.
Reason	Ex. "Item is missing" or "Damaged" or "Destroyed".

Note: Your supply office will fill in the accounting information and take care of the rest of the required data.

File Retention

Approval Authority

The following table will help you in deciding who will retain the files:

If final approval authority is...	Then...
Unit	Retain original Report of Survey in unit's supply files.
ISC	Unit will forward original and one copy to the ISC. The ISC will return the original approved/disapproved Report of Survey to the unit.
Commandant (CG-842)	The unit will forward original and two copies to Commandant (CG-842), one copy to Commandant (CG-441), and one copy to the ISC. Commandant (CG-842) will return the original approved/disapproved Report of Survey to the unit and a copy to ISC.

Note: The unit will retain approved Report of Surveys for three years and contact your local supply personnel for any question or concerns you may have.

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Review Quiz

Questions

1. What is the form number for a Report of Survey?

2. What is the Report of Survey used for?

3. How many years will the Report of Survey remain in your unit's records?
- A. 2 years
 - B. 3 years
 - C. 1 year
 - D. 4 years

Review Quiz Answers

Answers	Question	Answer	Reference
	1.	CG-5269	6-2
	2.	Report of Survey, CG-5269 documents incidents when Government material is lost, damaged or is destroyed. It is also used to provide relief from financial liability	6-2
	3.	B	6-4

Lesson 7

HOW TO PROCESS A CG MANDATORY TURN IN REPAIRABLE ITEM

Overview

Introduction

Mandatory Turn-In Repairable items are those which have been shown through life-cycle management analysis, to be more economical to repair versus purchasing a new asset. These items will be transferred to the appropriate supply depot, replaced with a functional unit, repaired, and placed into stock for future issue. As an ET2, part of your job will be to:

- Identify MTR items
 - Submit a procurement request for the replacement item
 - Process the carcass for return
-

Lesson Objectives

Differentiate between MTR and non-MTR items, and **PROCESS** an MTR item for return:

- Using FEDLOG or ELC Support Gram
 - Using FEDLOG, determine proper turn-in facility
 - Prepare required forms to accompany part to ICP (Inventory Control Point)
 - Prepare carcass for shipping
 - Track shipment and maintain log
-

References

The following references were used for this lesson:

- Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
 - SFLC Support Gram
<http://10.38.65.78/SupportGrams/ApplicationHome.aspx>
-

How to Process MTI Repairable

Methods

The normal way of identifying an item as repairable is by using FEDLOG. The Recoverability/Repairability Code can be used to determine whether or not a part is an MTR item. For MTR items, this column will display the single alphabetical code O, H, or R (see table 1). Additionally, Navy supported repairable parts are DLR, and will have a two digit Cognizance Code (COG) code beginning with the number 7.

Recoverability/ Repairability Codes

Use table 7.1 below to find the proper Recoverability/Repairability Code for your application.

Note: A one position code is used within the Coast Guard to denote if an item is repairable and the lowest maintenance level at which repair or condemnation is normally accomplished.

Table 7.1: Recoverability/Repairability Codes

Code	Definition
C	Non-reparable item.
O	Reparable item. When uneconomically repairable, condemn and dispose at the organizational (user) level.
H	Reparable item. Repair, condemnation, and disposal not authorized below intermediate (district) level.
R	Reparable item. Repair, condemnation, and disposal not authorized below depot (Inventory Control Point ICP) level.
Reference: Table 128 at http://www.dlis.dla.mil/pdfs/procedures/vol10.pdf	

How to Prepare Documentation and Ship the Carcass

Documentation All MTI parts returned to ELC for repair or condemnation must be accompanied by a completed CG-5236 Serviceable/Unserviceable Tag. At a minimum, the CG-5236 must contain the following information:

- Stock number
- Equipment Nomenclature
- Date of Failure
- OPFAC of the unit that maintains property records for the item
- A brief description of the trouble symptoms

Packaging

Turn-in items should be packaged in the original container of the replacement item, to include reusing, cushioning, and bracing material. If the original packaging is not available for use, substitute packaging containers and accessories can be used to ensure the mandatory turn-in item is properly secured and protected. Any container and cushioning material that provides a comparable level of protection to that of the original packaging can be used.

Continued on next page

How to Prepare Documentation and Ship the Carcass (Continued)

Labeling

There are three types of labels required for DLR/MTI turn-in items:

- Caution Labels: NSN 9905-01-323-9527
- Unserviceable Item Label: NSN 7690-00-888-7536 DD Form 1577-3
- Unserviceable Item Tag: DD Form 1577-2

The tag or label must also be accompanied by the BC1 (DD 1348-1) document, both of which should be placed inside the shipping container. The BC1 document should arrive with the replacement part.

Container

The required marking for DLR/MTI containers is based on their priority or Material Condition Code (MCC). Issue Priorities Designators can be found in Section 2.C of the Supply Policy and Procedures Manual and Material Condition Codes can be in enclosure D of the same section.

Shipping containers shall be marked as follows:

Priority or MCC	Associated Marking Tape	Where to Apply Tape
03 or MCC E	Red Tape NSN 7150-00-634-2941	Encircle the Container
06 or MCC E	Blue Tape NSN 7150-00-634-2943	Encircle the Container
13 or MCC E	FIRM Tape or White Tape	Encircle the Container

Shipping

When: The appropriate documentation and packaged unserviceable DLR items shall be shipped within 48 hours of receipt of the replacement item.

Where: To the Source of Supply or Depot repair site listed in Fedlog
Or

To the appropriate Coast Guard Inventory Control Point (ICP).

How: The unit shall ship unserviceable DLR items by shipping services that have the ability to trace/track shipments (i.e., FEDEX, UPS, or Freight Carrier Services).

Note: Most MTI items will come with a FEDEX, UPS, etc. label for the return shipment. If no return label is present, then contact the repair facility and they will accommodate your shipping needs.

How to Track Shipment and Maintain a Shipment Log

Shipment Log

The unit shall maintain a log of shipments of unserviceable DLR items either through CMPlus or manually, containing the following information:

- Expenditure Document Number (same as replacement item's requisition document number)
 - Name of department or organization from which the item was expended
 - Port of Debarkation (POD) or trans-shipping activity
 - Material Identifiers (Nomenclature and NSN)
 - Transportation information and certified/registered mail number
 - Any remarks pertinent to the shipment
-

Review Questions

Questions

1. What are the two methods to identify an item as reparable?

2. All MTI parts returned to ELC for repair or condemnation must have what information on the service tag?

3. What is the serviceable/unserviceable tag number?

- A. DD-1149
- B. CG-5468
- C. CG-5236
- D. DD-4367

4. Which of the following Recoverability/Reparability codes is used for a non-reparable item?

- A. C
- B. H
- C. R
- D. O

5. When shipping a DLR or MTI item back to the repair facility, what document must accompany the tag or label?

Review Quiz Answers

Answers	Question	Answer	Reference
	1	Recoverability/Reparability code in Fedlog and by using the Source, Maintenance, and Recoverability (SMR) codes.	7-2
	2	Stock number, Equipment nomenclature, Date of Failure, OPFAC, and a brief description of the failure.	7-3
	3	C	7-3
	4	A	7-2
	5	DD-1348-1 BC1 document	7-4

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Appendix A

Pamphlet Review Quiz

1. Which is the form number for a Procurement Request?
 - A. CG-1149
 - B. DD-5246
 - C. DD-5263
 - D. DOT F 4200.1.2CG

2. Which is the last option when ordering supplies or services?
 - A. DD-1149
 - B. Direct Purchase
 - C. DRMO
 - D. CG-5263

3. Which of the following units is the central location for all Test Equipment issues?
 - A. MLCLant
 - B. MLCPac
 - C. NAVSEA
 - D. HQ

4. What is a SCAT code?

5. In regards to test equipment, what is a short cycle?

6. What are the four types of casreps?

-

Appendix A (Continued)

**Pamphlet
Review Quiz
(Cont'd)**

7. Which is the prosign for a “flash” message?
- A. P
 - B. O
 - C. R
 - D. Z
8. In regards to casrep messages, how are the serial numbers assigned?
- A. Calendar date
 - B. Julian date
 - C. 1-100
 - D. 1-999
9. In regards to casrep messages, when does the serial number start over?
- _____
- _____
10. What is an OPNAV 4790 C/K used for?
- _____
- _____
11. Which of the following is the periodicity code meaning “situational requirement”, with an interval of “as required”?
- A. R
 - B. P
 - C. O
 - D. Z
-

Appendix A (Continued)

**Pamphlet
Review Quiz
(Cont'd)**

12. What is the Form number for a Report of Survey?
- A. CG-5223
 - B. CG-5663
 - C. CG-5269
 - D. CG-5623
13. What is the Recoverability/Reparability code for Repairable with disposal not authorized below depot level (ICP)?
- A. R
 - B. Z
 - C. P
 - D. O
14. What is a Mandatory Turn-In item?

Appendix B

Answers

Question	Answer	Reference
1.	D	1-20
2.	B	1-4
3.	C	2-2
4.	A four or seven alphanumeric code used to identify a range of measurements.	2-3
5.	A less than normal calibration interval due to special operations.	2-5
6.	Initial, Update, Cancel, Correct	3-5
7.	D	3-9
8.	D	3-19
9.	After 999 the number starts over at 1, not the Julian or calendar dates.	3-19
10.	To report completion or partial completion of alterations and maintenance actions resulting from a Configuration Change.	4-2
11.	A	5-13
12.	C	6-2
13.	A	7-2
14.	Items which have been shown through life-cycle management analysis, to be more economical to repair versus purchasing a new asset.	7-1

Request for Feedback – Electronics Technician 2nd Class

Suggestions and Corrections

Please note your suggestions, corrections, and comments below.

Page	Location on Page	What Correction is Needed

Your Comments

If you were writing this pamphlet, what improvements would you make? What was good about it? What did you not like about it? Please be specific in your comments/suggestions.

To Contact You

Please provide the following so that we can contact you if needed.

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		()

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Please mail, fax, or call your information to:

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 U.S. Coast Guard
 Training Center Petaluma
 599 Tomales Rd.

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1. The materials for the course you requested are listed below. If any item listed is not enclosed in this package, report that fact to your Educational Service Officer (ESO).
2. If you enrolled in this course for credit, you have **36 months** to complete the course. If you requested course materials only, you will not receive an End-of-Course Test (EOCT) and will not receive credit for the course.

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Special and Emergency Procedures	P22204	01
Electronic Installation Standards	P22205	01
Electronic Systems Planned Maintenance	P22206	01
Electronic Systems Corrective Maintenance	P22207	01