

Personnel Casualty Report Message

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

TO COGARD BASE _____ (Note: include all Bases/TRACENs with Decedent Affairs Officers working this case)
 CCGD _____ (Note: include all CG Districts with NOK, & parent CG District where event happened)
 (OPERATIONAL COMMANDER, IF ANY)
 COMDT COGARD WASHINGTON DC//CG-1222/CG-111/CG-112/CG-131/CG-2-CGIS/CG-311//
 COGARD DOL NORFOLK VA//DOL-4// (This is the DCMS Watchstander)
 COMCOGARD PSC ARLINGTON VA//PSD/EPM// (or opm or rpm if not epm. Always include PSD.)

INFO COGARD PPC TOPEKA KS
 FHTNC NORFOLK VA
 COGARD HSWL SC NORFOLK VA//KSE//

BT
 UNCLAS FOUO //N01770// Only caveat is FOUO. No LIMDIS, etc. Must be FOUO, not just UNCLAS.
 SUBJ: PERSONNEL CASUALTY REPORT Subject line MUST begin "personnel casualty report". Additional notes on page 2.
 1. THE FOLLOWING INFO IS PROVIDED IN FORMAT OF PPPM ENCL (7): Initial report with Alpha thru Golf required within 4 hours

Alpha	Who: Rank or rating, name, SSN (if dead, or joint service environment) or EMPLID (all other cases). <ul style="list-style-type: none"> For a deceased dependent show both dependent and member. Dependent SSN not required.
Bravo	Status: Regular; Reserve on EAD, ADT, IDT, etc.; Dependent; Retired; or Civilian Employee
Charlie	What: Type of casualty: <u>Alive</u> , <u>DUSTWUN</u> , <u>Missing</u> , or <u>Dead</u> . If alive, include severity: <u>NSI</u> (not seriously ill/injured/wounded): requires medical attention, may or may not require hospitalization, classified by medical authority as less than SI. <u>SI</u> (seriously ill/injured/wounded) severity of injury is permanent and life-altering (e.g. amputation), <u>or</u> medical authority declares death is possible but not likely within 72 hours. <u>VSI</u> (very seriously ill/injured/wounded) medical authority declares death "more likely than not" within 72 hours. <u>DUSTWUN</u> (DUty STatus, but Whereabouts UNknown) for involuntary absence. Do not use for UA.
Delta	When, where, how: Date, time, place, circumstance & cause. Be clear about time zone. <ul style="list-style-type: none"> For ill, injured or wounded, use DSM codes for medical condition.
Echo	Location where hospitalized (if alive), <u>or</u> location & disposition of remains (if dead), & movement plan if known.
Foxtrot	Full name, address & relationship of NOK. Always include parents as well as spouse or kids. If parents are dead, not known, or status unknown, clearly report that. Verify when possible (within time limits available). <ul style="list-style-type: none"> An UPDATE is <u>required</u> if there are changes or corrections.
Golf	Notification of Next Of Kin (NOK). Be specific: DTG when notified, by whom, how, etc. While notification is in progress it may be helpful to identify the unit taking action to notify.
Hotel	Report all investigations. Show type (AIM, Mishap), convening authority, date ordered. May report "PENDING" or "TBD" in early reports. For death by illness report "NONE REQUIRED."
India	Date validated BAH/Dep, CG-2020D, Emergency contact info, SGLI, FSGLI & PADD
Juliett	Beneficiary(ies) for death gratuity. For multiple beneficiaries report percentage to each. "N/A" for dependents.
Kilo	Line of duty determination: (If dead from illness while in duty status (AD, IDT, etc.) no AIM required.) <ul style="list-style-type: none"> Dead from illness while in duty status, LOD is YES: "COMMANDING OFFICER DETERMINED DEATH TO BE IN THE LINE OF DUTY, DUE TO ILLNESS WHILE IN A DUTY STATUS". Reservist not in duty status, not travelling to or from duty: "NO. RESERVIST NOT IN DUTY STATUS." All others need analysis or investigation: "PENDING INVESTIGATION". Dependents: Either "SPONSOR IN DUTY STATUS" or "NO, SPONSOR NOT IN DUTY STATUS."
Lima	SGLI: coverage & beneficiaries from most recent SGLV-8286 FSGLI: on spouse (100K USD, 60K USD, NONE, etc.), on child (10K USD automatic)
Mike	Beneficiary for unpaid pay and allowances. "N/A" for dependents.
November	Predeceased or prior spouse cases (<i>because this might effect SBP, or children with prior spouse</i>)
Oscar	Identification of a potential third party claim (<i>e.g., driver of vehicle that hit and killed a Coastie</i>)
2.	Unit POC & phone. May also report DAO, CACO, SPO, or other details like inventory of personal effects.
Hint It's okay to use comments like NONE, PENDING, N/A, UNK, TBD.	

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Key points about personnel casualty reports (CASREPs).

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

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

1. Addressees are all up-to-date as of August 2012.
2. Subject line is "PERSONNEL CASUALTY REPORT." The first three words MUST be "personnel casualty report." Amplify if needed. **Do not put a person's name on a subject line.** Examples:
 - ▶ PERSONNEL CASUALTY REPORT
 - ▶ PERSONNEL CASUALTY REPORT - INITIAL
 - ▶ PERSONNEL CASUALTY REPORT - UPDATE
 - ▶ PERSONNEL CASUALTY REPORT - DEPENDENT
 - ▶ PERSONNEL CASUALTY REPORT UPDATE – LCDR
 - ▶ PERSONNEL CASUALTY REPORT UPDATE – 1008899
3. Classification is "**UNCLAS FOUO.**" **Do not use caveats** such as LIMDIS. Caveats defeat the routing system. Don't do it.