



COMDTINST 3501.3G

NOV 13 2013

COMMANDANT INSTRUCTION 3501.3G

Subj: CASUALTY REPORTING (CASREP) POLICY (MATERIEL) INSTRUCTION

- Ref: (a) Operational Reports NWP 1-03-1 (series)
 (b) Telecommunication Manual, COMDTINST M2000.3 (series)
 (c) Ordnance Manual, COMDTINST M8000.2 (series)
 (d) Civil Engineering Manual, COMDTINST M11000.11 (series)

1. **PURPOSE.** This Instruction establishes policy for the preparation, submission and coordination of Casualty Reporting (CASREP) messages. This Instruction and Reference (a) are intended to complement and supplement the status reporting prescribed in References (b), (c), and (d). Coast Guard (CG) cutters, boats, and shore facilities that already report casualty status through another authorized system such as the Electronic Asset Logbook (EAL) are exempt from this Instruction with the following exceptions:
 - a. Navy Type Navy Owned (NTNO) equipment requires CASREP messages; and
 - b. When directed otherwise. Operational deployments may require the use of CASREP messages for visibility by the U.S. Navy or other entity.
2. **ACTION.** All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. **DIRECTIVES AFFECTED.** Casualty Reporting (CASREP) Policy (Materiel) Instruction, COMDTINST M3501.3F is hereby cancelled.
4. **POLICY.** CG cutters, boats, and shore facilities shall use the CASREP tactics, techniques, and procedures (TTP) when reporting a loss of operating capability due to equipment failure. Commandant (CG-44) shall develop and maintain the CASREP TTP. CASREP messages

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are both a means to notify the operational chain of command of a loss of operating capability and a means of arranging for the necessary support to restore the lost capability. Cutters are encouraged to download the guide prior to getting underway. Units may download the process guide from the following web address

<https://cgportal2.uscg.mil/units/forcecom/ttp/SitePages/Home.aspx> .

5. DISCLAIMER. This document is intended to provide operational requirements for CG personnel and is not intended to, nor does it impose, legally-binding requirements on any party outside the CG.
6. DISTRIBUTION. No Paper Distribution will be made of this Instruction. To view this Instruction or other unclassified directives visit the Coast Guard Directives System Intranet site at: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm> and CG Portal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>, or the Internet site: <http://www.uscg.mil/directives>.
7. RECORDS MANAGEMENT. This policy has been evaluated for potential records management impacts. The development of the policy has been thoroughly reviewed during the directives clearance process, and it has been determined there are further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12(series). This policy has significant or substantial change to existing records management requirements.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this Commandant Instruction without substantive change. It is categorically excluded from further NEPA analysis and document requirements under Categorical Exclusion #33 as published in National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series), Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of the Manual, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.

9. FORMS/REPORTS. None.

R. J. RÁBAGO /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Engineering and
Logistics