U.S. Department of Homeland Security

United States Coast Guard

Casualty Reporting (CASREP) Tactics, Techniques, and Procedures (TTP)

Force Readiness Command (FORCECOM)

CGTTP 6-01.3A
September 2014

This page intentionally left blank.

U.S. Department of Homeland Security
United States Coast Guard

Commander
United States Coast Guard
Force Readiness Command

300 E. Main Street, Suite 1100
Norfolk, VA 23510
Staff Symbol: FC-P
Phone: (757) 628-4463

CGTTP 6-01.3A
30 SEP 2014

COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 6-01.3A

Subj: CASUALTY REPORTING (CASREP) TACTICS, TECHNIQUES, AND PROCEDURES (TTP)

Ref: (a) Surface Forces Logistics Center (SFLC) Non-Integrated Asset Casualty Reporting (CASREP) Process Guide, Coast Guard Technical Order (CGTO) PG-85-00-640-S
(b) Operational Reports, NWP 1-03.01 (series)
(c) Telecommunication Manual, COMDTINST M2000.3 (series)
(d) Casualty Reporting (CASREP) Procedures (Materiel) Manual, COMDTINST 3501.3 (series)
(e) Classified Information Management Program, COMDTINST M5510.23 (series)

1. PURPOSE. To provide Coast Guard units with Coast Guard tactics, techniques, and procedures (CGTTP) on formatting casualty report (CASREP) messages and addressing messages to correct action addressees. This TTP publication provides web links in an effort to maintain accurate, current, and relevant plain language address (PLA) action addressees and replace action addressees recorded in reference (b).

2. ACTION. The provisions of this CGTTP apply to all Coast Guard units formatting and sending CASREP messages. Internet release is authorized.

3. DIRECTIVES/TTP AFFECTED. This publication supersedes Casualty Reporting, CGTTP 6-01.3.

4. DISCUSSION. This TTP publication supports the policy in reference (d). The primary audience for this TTP publication is Coast Guard units of non-modernized assets reporting equipment malfunction or deficiency that affects a unit's operational capability. The secondary audience includes units of modernized assets when specifically required by Navy-type Navy-owned (NTNO) systems. References (a) through (e) provide subject matter background information, technical data, and direction.

5. MAJOR CHANGES: Revision A of this publication provides updated TTP learned from USCG units formatting and sending CASREP messages. This TTP uses stamps to indicate revisions. For each revision listed below, there is a stamp in the left margin next to the section with the revision. To display the location of all stamps in the PDF file, select Comments / Show Comments List. Click anywhere in a comment row to move between revisions, or use the scroll bar to scroll through the revisions.

a. Chapter 1: Introduction

- Application, additional information.

b. Chapter 2: CASREP Processing Descriptions

- A.1. CASREP Requirements and Conditions, additional information.
- A.1. CASREP Requirements and Conditions, note.
- Section C: CASREP Types, relocated within document.
- C.1.a. Initial CASREP, note.
- C.1.a. Initial CASREP, note.
- C.1.b. Update CASREP, note.
- C.1.c. Correct CASREP, note.
- C.1.d. Cancel CASREP, note.
- C.1.d. Cancel CASREP, note.
- D.2.a. Date-Time-Group (DTG), note.
- D.4. Action Addressees (TO), note.
- D.5. Information Addressees (INFO), additional information.
- E.1. CASREP Classification, additional information.
- E.1. CASREP Classification, note.

c. Chapter 3: CASREP Data Sets and Types

- Table 3-1, additional information.
- B.1. Data Set Usage, note.
- C.1. Initial CASREP, note.
- C.1. Initial CASREP, note.
- C.3. Initial CASREP Example, additional information.
- C.5. Position (POSIT) Data Set, note.
- C.6. CASUALTY Data Set, additional information.
- C.6. CASUALTY Data Set, additional information.
- C.9. Outside Assistance (ASSIST) Data Set, additional information.

- C.14.a. AMPN Data Set Examples, note.
- C.16.a. RMKS Data Set Examples, note.
- D.1. Update CASREP, additional information.
- D.1. Update CASREP, note.
- D.3. Update CASREP Example, additional information.
- D.22.a. RMKS Data Set Examples, note.
- E.1. Correct CASREP, note.
- E.3. Correct CASREP Example, additional information.
- E.9.a. RMKS Data Set Examples, note.
- F.1. Cancel CASREP, note.
- F.1. Cancel CASREP, additional information.
- F.3. Cancel CASREP Example, additional information.
- F.9.a. RMKS Data Set Example, note.

d. Appendix B: CASREP Special Addressees, revised text.

6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It provides guidance for Coast Guard personnel and does not impose legally-binding requirements on any party outside the Coast Guard.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. While developing this publication, Integrated Process Team (IPT) members examined environmental considerations under the National Environmental Policy Act (NEPA) and determined they are not applicable.

8. DISTRIBUTION. FORCECOM TTP Division posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting References, Tactics, Techniques, and Procedures (TTP), and then TTP Library. FORCECOM TTP Division does not provide paper distribution of this publication.

9. RECORDS MANAGEMENT CONSIDERATIONS. Integrated Process Team (IPT) members thoroughly reviewed this publication during the TTP coordinated approval process and determined there are no further records scheduling requirements per Federal Records Act, 44 U.S.C. Chapter 31 § 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This publication does not have any significant or substantial change to existing records management requirements.

10. FORMS/REPORTS. None.

11. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections via email to FORCECOM-PI@uscg.mil or through the TTP Request form on CGPortal. In CGPortal, navigate to the TTP Request form by selecting References, Tactics, Techniques, and Procedures (TTP), and then TTP Request.

    Info COMCOGARD FORCECOM NORFOLK VA//FC-P// on message traffic containing lessons learned applicable to this TTP publication.

KERR.BRENDA.K.1151066824

Digitally signed by KERR.BRENDA.K.1151066824
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USCG, cn=KERR.BRENDA.K.1151066824
Reason: I am approving this document
Date: 2014.09.29 08:32:16 -04'00'

BRENDA K. KERR
Captain, U. S. Coast Guard
Chief, Logistics Policy (CG-44)
By Direction of Commander,
Force Readiness Command

Table of Contents

Table of Figures

Table of Tables

This page intentionally left blank.

Chapter 1: Introduction

Introduction

This chapter provides an overview of casualty report (CASREP) purposes. It also defines the use of notes, cautions, and warnings in tactics, techniques, and procedures (TTP) publications.

In This Chapter

This chapter contains the following sections:

Section A: CASREP Purpose

A.1. Overview

The primary purpose of CASREP messages is to inform operational and tactical commanders of specific mission degradations and operating limitations. The secondary purpose is to inform mission support product line and logistic managers of technical assistance, parts, and repairs required. Timely, accurate, and updated reporting enables operational and tactical commanders to optimize resource allocation and mission effectiveness. Primary and secondary missions vary across operational areas (OPAREAs). Search and rescue (SAR) response and Maritime Security Response Operations (MSRO) are always primary missions regardless of OPAREA.

Damage control and crew endurance also affect missions and degradations, and are assessed, categorized, and reported similarly. Installed and portable fire/dewatering pumps, self-contained breathing apparatus (SCBA) compressors, smoke/heat sensors, and aqueous film forming foam (AFFF) systems are examples of vital damage control systems. Ventilation, heat/air conditioner, sewage, potable water, scullery, and laundry capabilities are examples of fundamental crew endurance systems. These systems have varying redundancies and mitigations, often based on cutter class and on operating environments. Regardless, cutters should specify and quantify limitations and mitigations for clear understanding by operational commanders and support staffs.

A.2. Scope

This publication describes how U.S. Coast Guard (USCG) units prepare CASREPs. Use this TTP publication as a primary source of information when formatting CASREP messages.

This publication does not include detailed tasks required to receive CASREPs, nor does it describe a method for providing CASREP support to meet the needs of equipment failure. In addition, this publication does not include detailed tasks required to procure parts/services required in support of correcting CASREPs. The details for those tasks are provided in other references cited within this publication. See reference (a), Surface Forces Logistics Center (SFLC) Non-Integrated Asset Casualty Reporting (CASREP) Process Guide Coast Guard Technical Order (CGTO) PG-85-00-640-S.

Chapter 1: Introduction and Chapter 2: CASREP Processing provide the processes of formatting and sending CASREP messages. Chapter 3: CASREP Data Sets and CASREP Types focuses on procedures for formatting order and usage of each CASREP-type's data set.

A.3. Application

USCG units of non-modernized assets use the CASREP message to report mission degradations and operating limitations. Modernized assets use the CASREP message when specifically required for Navy-type, Navy-owned (NTNO) systems. Report all other equipment malfunctions via Electronic Asset Logbook (EAL).

A casualty is defined as an equipment malfunction or deficiency that cannot be corrected within 48 hours and:

- Reduces the unit's ability to perform a primary mission.
- Reduces the unit's ability to perform a secondary mission.
- Reduces the training command's ability to perform its mission, or a significant segment of its mission, and is not corrected or adequately accommodated locally by rescheduling or double-shifting lessons or classes.

Revision

NOTE: **All surface units with the Electronic Log (eLog) system installed for NTNO Electronics and Ordnance should use the built-in CASREP writer within eLog to produce properly formatted CASREP messages for these NTNO systems.**

Section B: Notes, Cautions, and Warnings

B.1. Overview The following definitions apply to notes, cautions, and warnings found in this publication.

NOTE: **An emphasized statement, procedure, or technique.**

CAUTION: **A procedure, technique, or action that, if not followed, carries the risk of equipment damage.**

WARNING: ***A procedure, technique, or action that, if not followed, carries the risk of personnel injury or death.***

Chapter 2:
CASREP Processing

Introduction

This chapter specifies operational unit formatting requirements and considerations for reporting equipment casualties within the USCG establishment.

In This Chapter

This chapter contains the following sections:

Section A: CASREP Processing Descriptions

A.1. CASREP Requirements and Conditions

CASREP messages consist of specific elements and types of information. The format, placement, and order of information within the CASREP message are important and are contained in a series of data sets composed of one or more data fields. Depending on the circumstance, the data sets might be mandatory, conditional, or optional. This lets the command structure and support activities easily understand and respond to information and requests contained in CASREP messages.

NOTE: **Improperly formatted CASREP messages cannot be processed by automated processing systems, which delays efforts to assist the unit in correcting the casualty.**

NOTE: **A CASREP is not required if lengthy, routine maintenance renders equipment temporarily unusable.**

CASREP requirements:

- Submit within 24 hours of discovery of an equipment or system deficiency that cannot be repaired within 48 hours.
- Report only a single instance of equipment failure per message.
- Maintain formatting rules for data sets and fields (e.g., mandatory, conditional/optional, ordering priority, and prescribed character lengths).

NOTE: **Per reference (b), Operational Reports, NWP 1-03.01 (series), use only UPPERCASE lettering when drafting CASREPs. Additionally, special characters (e.g., @) are not permitted. Instead, use the following format: JOHN.SMITH(AT)USCG.MIL.**

- CASREPs transmitted with content or format errors:
  - Cannot be amended.
  - Require the use of cancellation record messages to correct improper formatting or duplicate CASREP identification (ID) numbers.
  - Require the use of an Update CASREP for all other corrections. See Chapter 3: CASREP Data Sets and CASREP Types, Section D: Update CASREP.
  - Revision Per reference (c), Telecommunication Manual COMDTINST M2000.3 (series), CASREPs are exempt from MINIMIZE to preclude interruption of important operations.

Revision **NOTE:** **When drafting a CASREP in the Coast Guard Message System (CGMS), choose CASREP, Update or Correct from the drop-down menu under Joint Interoperability of Tactical Command and Control System (JINTACCS) in the message composition screen advance tab. Otherwise, CGMS defaults the message identifier (MSGID) data set into a subject (SUBJ) line.**

Section B: CASREP Casualty Category Considerations

B.1. Casualty Category

A casualty category reflects the urgency or priority of the CASREP. The category is based upon the specific casualty situation being reported and might not agree with the unit's overall status category.

- Apply casualty categories to reflect unit capability.
- Change categories as casualty repair progresses or as primary and secondary missions change.

NOTE: **All CASREPs must include the casualty category in the casualty data set. The Coast Guard does NOT use category 1.**

Casualty Category	Equipment Casualty Criteria
2	• A deficiency in mission essential equipment that causes a partial degradation in any primary mission, or a major degradation or complete loss of a secondary mission. • Mission execution is degraded through incapacity to complete certain mission essential tasks, but cutter remains nearly fully mission capable. • A minor mission degradation such as equipment, machinery, and systems operating under reduced capacity or redundancy.
3	• A major degradation in the current primary mission. • Major impacts include complete loss of equipment, systems, or machinery functions that significantly reduce mission effectiveness through incapacity to complete several mission essential tasks, but cutter remains partially mission capable.
4	• Total loss of one current mission and unable to operate as directed by tactical control (TACON) and/or significant risk to cutter/crew survivability, which outweighs the gain in mission execution.
Primary and secondary missions vary across OPAREA. Consider SAR and MSRO as primary missions regardless of OPAREA.	

Table 2-1 Equipment casualty category criteria

B.2. Casualty Category Mission and Operational Impact

Consider current mission assignment to determine mission impact. An individual casualty might have little operational impact by itself but, when combined with other casualties, could contribute to an overall catastrophic mission degradation. For example, a casualty on an advanced control feature for specialized equipment has minimal impact in the hands of a skilled operator but precludes use if the skilled operator is unavailable. Consider systems affecting crew health, endurance, and safety to determine operational performance impact.

For example:

- Loss of ability to provide adequate potable water to the crew.
- Loss of primary firefighting capabilities.
- Loss of air conditioning in a tropical area.

Revision

Section C: CASREP Types

C.1. CASREP Types

Per reference (d), Casualty Reporting (CASREP) Procedures (Materiel) Manual COMDTINST 3501.3 (series), CASREP messages must be sent:

- Within 24 hours after discovering an equipment malfunction or deficiency that cannot be repaired within 48 hours.
- To report a change to equipment condition.
- To report a successful post-repair operational test.

There are four CASREP types:

1. Initial (see Chapter 3: CASREP Data Sets and CASREP Types, Section C: Initial CASREP).
2. Update (see Chapter 3: CASREP Data Sets and CASREP Types, Section D: Update CASREP).
3. Correct (see Chapter 3: CASREP Data Sets and CASREP Types, Section E: Correct CASREP).
4. Cancel (see Chapter 3: CASREP Data Sets and CASREP Types, Section F: Cancel CASREP).

C.1.a. Initial CASREP

Use an Initial CASREP to identify the status of the casualty and the parts or assistance required. The message notifies operational and support organizations of a degradation of a unit's capabilities and applies resources at the proper priority. Once an Initial CASREP is submitted, it remains active until a Correct or Cancel CASREP is sent. Send an Initial CASREP within 24 hours if equipment failure:

- Reduces a unit's ability to complete any assigned mission.
- Cannot be corrected by unit technicians within 48 hours.
- Requires outside assistance to correct malfunction or deficiency.

Revision **NOTE:** **Assign each Initial CASREP a new CASREP ID.**

Revision **NOTE:** **For current plain language addresses (PLAs), refer to the Distributed PLA Verification System (DPVS) at: https://cgportal2.uscg.mil/units/tiscom/TISCOM/Messaging/Organizational%20Messaging/DPVS/CGMSDPVS.htm.**

C.1.b. Update CASREP

Use an Update CASREP to provide new and more definitive information supporting the Initial CASREP. Minimally, update CASREPs every 30 days or within 24 hours of status change. Send an Update CASREP for the following:

- Change in status or estimated repair time.
- Change in the request for parts or equipment.
- Change in casualty category.
- Receipt of ordered parts or equipment. Include the date of receipt.
- Receipt of requested technical support or USCG depot level support.
- Additional deficiencies are discovered in the same equipment.
- Previous CASREPs containing errors with the exception of previously used CASREP IDs or an incorrectly formatted CASREP.

NOTE: **Operational commanders might require more frequent updates based upon the casualty category. Consult operation orders (OPORDs) and area, district, and sector policies and procedures.**

Revision

NOTE: **Use the same CASREP ID and all PLAs from the Initial CASREP for the Update CASREP.**

C.1.c. Correct CASREP

Use a Correct CASREP to provide information when equipment is repaired and in operational condition. Include the following information in an amplification (AMPN) data set:

- Delay in repair time awaiting parts.
- Number of manhours expended to correct the casualty.
- Number of equipment operating hours since the last time the equipment malfunctioned.

Revision

NOTE: **Use the same CASREP ID and all PLAs from the Initial CASREP for the Correct CASREP.**

C.1.d. Cancel CASREP

Use a Cancel CASREP to cancel an Initial CASREP and all subsequent CASREP updates on a single equipment malfunction. Send a Cancel CASREP:

- At the start of a maintenance availability, typically a dockside or dry-dock, in which the item is scheduled to be repaired.

- Identify the reason for a Cancel CASREP in the AMPN data set immediately following the casualty data set.

Revision **NOTE:** **Use the same CASREP ID and all PLAs from the Initial CASREP for the Cancel CASREP.**

Revision **NOTE:** **Each CASREP being canceled must have its own Cancel CASREP message.**

Do not use a Cancel CASREP to correct formatting and/or an incorrect CASREP ID.

- Use a record message to cancel incorrectly formatted or a previously used CASREP ID in an Initial CASREP.

  Record message example:

  UNCLAS
  MSGID/CASREP//
  SUBJ:MESSAGE CANCELLATION
  A. MY 201215ZMAY13
  1. CANCEL REF A.
  2. CORRECTED COPY TO FOLLOW.

Use an Update CASREP for all other corrections.

Section D: CASREP Addressing

D.1. CASREP Heading Format

A CASREP message heading follows the standard Navy record message format as seen in reference (b), Operational Reports, NWP 1-03.01 (series). The heading specifies the precedence of the message and the addressee(s). The heading consists of four elements:

1. Precedence and date-time-group (DTG).
2. Unit originating the message.
3. Action addressee(s).
4. Information addressee(s).

D.2. Precedence

The precedence field indicates the importance of the message and the speed of service needed. There are four precedence categories:

1. Routine (R): Assigned to all record messages which justify electrical transmission but are not sufficiently urgent to require a higher precedence. Speed of service objective is 6 hours or less.
2. Priority (P): Assigned to record messages concerning the conduct of operations in progress and for other important and urgent matters when routine precedence does not suffice. Speed of service objective is 3 hours or less.
3. Immediate (O): Assigned to record messages relating to situations which gravely affect the national forces or populace and which require immediate delivery to addressees. Speed of service objective is 30 minutes or less.
4. Flash (Z): Reserved for initial enemy contact reports or operational combat messages of extreme urgency; also tropical storms, typhoons, tsunamis, earthquakes, or hurricanes believed to be previously undetected. Speed of service objective is less than 10 minutes.

Assign the lowest precedence to CASREP messages consistent with the importance of the type of report, requirements of the unit's operational commander, and impacts on delivery timeliness due to location. The message originator assigns precedence; the message releaser confirms (or changes) the assignment. In most cases, CASREP messages are considered priority (P) and immediate (O).

NOTE: **Deployed units assign priority (P) precedence to Category 2 and 3 CASREPs, and immediate (O) precedence to Category 4 CASREPs.**

D.2.a. Date-Time-Group (DTG)

The DTG element is positioned after the precedence and on the same line and identifies the message (i.e., similar to a serial number). There are 12 characters in a DTG. See Figure 2-1 for DTG formatting and breakdown of the characters. All messages use Zulu (Z) time.

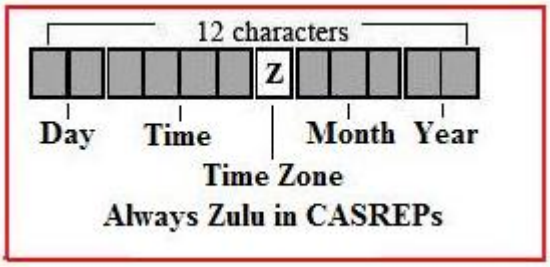

Figure 2-1 Date-time-group characters

Revision **NOTE:** **The DTG, in conjunction with the originating command's PLA, uniquely identifies the record message. For this reason, it is important not to duplicate a DTG within the same command.**

D.3. Unit Originating the Message (FM)

The third element within the heading provides the address of the message originator. All addresses must be in PLA format. PLAs do not exceed 50 characters and comply with the following additional rules:

- Spell out the city and abbreviate the state of geographic locations.
- Do not use punctuation, except for field markers (/), end of data set markers (//), and hyphens (-) when used in conjunction with internal routing symbols. Table 3-1: Explanation of data fields within a data set provides data set field names, definitions, rules, and examples.
- Correct format and spelling are mandatory.

NOTE: **For proper PLAs, refer to DPVS at: https://cgportal2.uscg.mil/units/tiscom/TISCOM/Messaging/Organizational%20Messaging/DPVS/CGMSDPVS.htm**

PLA Examples	Long Title
COGARD MSST 91101 SEATTLE WA	United States Coast Guard Maritime Safety & Security Team 91101, Seattle, WA
COGARD PSU THREE ZERO NINE	United States Coast Guard Port Security Unit 309, Port Clinton, OH
USCGC MIDGETT	USCGC MIDGETT (WHEC 726)

Table 2-2 PLAs with long titles examples

D.4. Action Addressees (TO)

Use the action addressees (TO) data field to identify addressee(s) required to take appropriate action(s) on the CASREP message.

PLAs for action addressees must be correct to ensure accurate record message handling.

NOTE: **For proper PLAs, refer to DPVS at: https://cgportal2.uscg.mil/units/tiscom/TISCOM/Messaging/Organizational%20Messaging/DPVS/CGMSDPVS.htm**

NOTE: **Senior operational commander, immediate operational commander, and servicing product line manager (PLM) are required action addressees on CASREPs.**

Revision **NOTE:** **All address indicating groups (AIGs), collective address designators (CADs), and task organization groups (TASKs) must be listed as action addressees (TO).**

D.4.a. Shore Facility Addressees

Submit shore facilities CASREPs to report unforeseen malfunctions or deficiencies affecting the operational ability of a unit to perform primary or secondary USCG missions. Include the real property facility number (RPFN), if known, on shore facility CASREPs.

- For category 3 and 4 shore facility casualties, action addressees (TO) are Shore Infrastructure Logistics Center (SILC) and Commandant (CG-43).
- For shore facility CASREPs requiring civil engineering unit (CEU) funding or assistance, action addressees (TO) include servicing CEU and the operational commander.

Revision **D.5. Information Addressees (INFO)**

Special addressees associated with selected equipment types require additional information addressees. See Appendix B: CASREP Special Addressees. Contact applicable PLM for PLAs. SFLC PLMs are responsible for providing all depot level maintenance, logistics, as well as support of NTNO system equipment.

Section E: CASREP Classification Considerations

E.1. CASREP Classification

Classify CASREP messages per reference (e) Classified Information Management Program COMDTINST M5510.23 (series). Reference (e) provides classification authority, policy guidance, and standard designations used to identify information requiring protection in the interest of national security.

Follow the guidance provided in the OPORD promulgated by the operational commander of the task force and reference (b), Operational Reports, NWP 1-03.01 (series).

Revision

- Unclassified or For Official Use Only (FOUO): USCG units without secure telegraphic capabilities are normally exempt from classifying CASREPs during defense readiness condition (DEFCON) 4 or 5. Submit CASREPs as FOUO during DEFCON 4 or 5.

Revision **NOTE:** **Encrypted for transmission only (EFTO) is no longer authorized.**

- Confidential Classification: Assign a confidential classification when operating with the Navy or as part of a joint task force for material deficiencies in equipment that reveal a degradation or inability of a unit to perform its operational mission (such as ordnance, communications, and radar systems).
- Secret Classification: Assign a secret classification if material casualties degrade an overall fleet operational mission.

E.2. DEFCON 3

Upon setting DEFCON 3 or higher, units equipped with rapid secure communications capability comply with the classification guidance of the operational commander per reference (b).

E.3. Downgrading/ Declassification (DWNGRADE) Instructions

All classified CASREP messages must contain downgrading/declassification instructions as the last data set per reference (e), Classified Information Management Program COMDTINST M5510.23 (series).

Chapter 3:
CASREP Data Sets and CASREP Types

Introduction

This chapter discusses the purpose and usage of data sets in CASREP messaging. Additionally, it provides data set, order, and usage conditions for the four CASREP types.

In This Chapter

This chapter contains the following sections:

Section A: CASREP Data Sets

A.1. Data Set Formatting

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 a group of information called data fields. The format and placement of this information within the CASREP is important.

NOTE: **Improperly formatted CASREP messages cannot be processed by automated processing systems, which delays efforts to assist the unit in correcting the casualty.**

A.2. Data Set Fields

A data set is one or more lines that start with a heading or a data set identifier and end with an end of data set marker (//). Use the field marker (/) between data sets as dividing symbols between fields within a data set. Table 3-1: Explanation of data fields within a data set provides data set field names, definitions, rules, and examples.

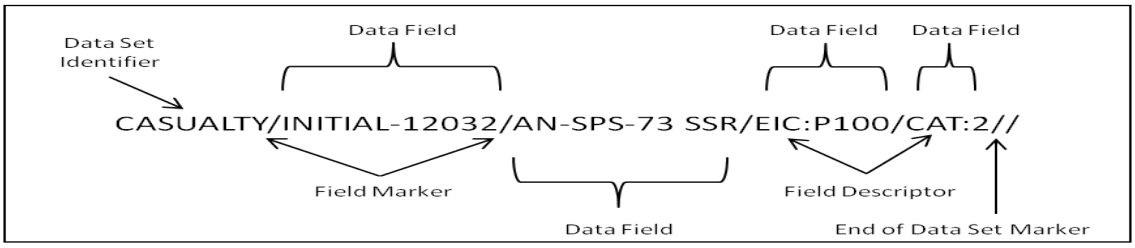

Figure 3-1 Data fields within a data set

Data Set Content	Definition	Rule	Example
Data Set Identifier	A word at the beginning of a data set to identify the information contained.	Spell data set identifiers correctly or CGMS will not recognize or load the CASREP.	CASUALTY
Field Marker	A slant symbol marking the start of each data field. Also separates the data set identifier from the first data field.	Do not use field markers: 1. Before a data set identifier. 2. After the last field on a line. 3. After the final field in a set.	/
Data Field	Contains the information for a data set.	Data fields have a character limit, but you can include up to seven or more data fields.	EXEMPT
Field Descriptors	Describes the type of information contained in a field.	Enter a colon (:) immediately following the field descriptor.	CAT:
End of Data Set Marker	Consists of two slant symbols.	Double slant symbols are not allowed within a data set.	//

Revision

Table 3-1 Explanation of data fields within a data set

Section B: CASREP Data Set Usage

B.1. Data Set Usage

The body of a CASREP can contain up to 20 data sets; however, not all data sets are used in every CASREP. There are three types of data sets:

1. Mandatory data sets are required in each CASREP message. Mandatory data sets ensure basic information concerning the equipment casualty is available to the addressee(s).
2. Conditional data sets are required under certain conditions and are dependent of information provided in the mandatory data fields. Conditional information is used to explain symptoms and other amplifying information about the casualty. If a condition is met, the conditional data set is included in the message.
3. Optional data sets are included at the discretion of the message originator. For example, if the condition is not met, the conditional data set can be treated as an optional data set.

NOTE: **Do not change mandatory data sets to conditional or optional.**

Revision

NOTE: **Mandatory fields always contain an item of information or, if the content is unknown, use a hyphen (-). If the equipment identification code (EIC) is unknown, do not use a hyphen (-) -- use unknown (UNKN) or 9999 instead. Use of UNKN or 9999 is a default but does nothing to assist with identifying the specific equipment that failed. Anything other than an accurate and complete EIC field leads to a delay in response while attempting to clarify the actual system in need of assistance. The use of a detailed EIC allows for positive identification of the equipment and aids in a more in-depth analysis of the CASREP. A vital part of this analysis is the ability to relate the stock number to units, assemblies, or sub-assemblies. This relationship ensures all equipment is meeting its mean time between failure (MTBF) requirements, which translates to less time troubleshooting, less time waiting on parts, and increased system readiness.**

Section C: Initial CASREP

C.1. Initial CASREP

Use an Initial CASREP to identify the piece of failed equipment after an initial failure. The message notifies operational and support organizations of a degradation of a unit's capabilities, and applies resources at the proper priority. Once an Initial CASREP is submitted, it remains active until a Correct or Cancel CASREP is sent. Send an Initial CASREP if the equipment failure:

- Reduces a unit's ability to complete any assigned mission.
- Cannot be corrected by the unit's technicians within 48 hours.
- Requires outside assistance to correct the malfunction or deficiency.

Revision **NOTE:** **Assign each Initial CASREP a new CASREP ID.**

Revision **NOTE:** **For current PLAs, refer to DPVS at: https://cgportal2.uscg.mil/units/tiscom/TISCOM/Messaging/Organizational%20Messaging/DPVS/CGMSDPVS.htm.**

C.2. Data Set Types and Usage

The following matrix, Table 3-2: Initial CASREP - order and usage of data sets, contains data set identifiers and usage conditions for Initial CASREPs.

Data Set Required Order	Usage	Comments
MSGID	Mandatory	Identifies message type, originator, and serial number.
POSIT	Mandatory	Identifies reporting unit's location and date-time.
CASUALTY	Mandatory	Provides casualty serial number, equipment description, and category.
AMPN	Conditional	Provides a brief explanation of the casualty. If inadequate planned maintenance system (PMS) or general purpose electronic test equipment (GPETE) is the cause, explain here.
ESTIMATE	Mandatory	Provides estimated time of repair (ETR) and related factors.
ASSIST	Mandatory	Identifies assistance type required and **preferred assistance location** to correct casualty.
AMPN	Conditional	Provides explanation if technical or other listed in assist line.
PARTSID	Mandatory	Provides parts identification about CASREP'd equipment.
TECHPUB	Conditional	References the technical manual's name and number used to identify parts information.
1PARTS	Conditional	Provides equipment casualty part's National Stock Number (NSN) and/or part number, and quantity.
AMPN	Conditional	Additional information concerning 1PARTS.
1STRIP	Conditional	Provides military standard requisitioning and issue procedures (MILSTRIP) information data for parts in 1PARTS.
RMKS	Conditional	Provides a mission impact statement and narrative information on CASREP.
DWNGRADE	Conditional	Provides downgrading/declassification instructions.

Table 3-2 Initial CASREP - order and usage of data sets

Revision

C.3. Initial CASREP Example

CASREP messages follow JINTACCS automated message preparation system formatting. Therefore, only use uppercase letters. Additionally, CASREPs use a MSGID line instead of a SUBJ line.

Chpt/Section	Data Set Identifier	Initial CASREP Example
Chpt 2/D.2.	Precedence	O 051511Z DEC 12
Chpt 2/D.3.	Unit Originating Message	FM USCGC BISCAYNE BAY
Chpt 2/D.4.	Action Addressees	TO CCGDNINE CLEVELAND OH//DPW// COMCOGARD SECTOR SAULT STE MARIE MI COGARD BASE CLEVELAND OH//E// AIG 6843 AIG 11960 COGARD ESD SAULT STE MARIE MI COMCOGARD SFLC BALTIMORE MD
	Information Addressees	INFO COGARD C4ITSC ALEXANDRIA VA COGARD FLS MARTINSBURG WV
	Begin Message	BT
Chpt 2/E.	CASREP Classification	UNCLAS
Chpt 3/C.4.	Message Identifier	MSGID/CASREP/WTGB 104 BISCAYNE BAY/094//
Chpt 3/C.5.	Geographical Position	POSIT/SAULT STE MARIE MI/051511ZDEC12//
Chpt 3/C.6.	Casualty Data Set	CASUALTY/INITIAL-12013/AN-SPS-73 RADAR/EIC:P100/CAT:3//
Chpt 3/C.7.	Amplification	AMPN/RADAR ANTENNA DOES NOT ROTATE//
Chpt 3/C.8.	Estimated Time of Repair	ESTIMATE/061600ZJAN13/UPON RECEIPT OF PARTS//
Chpt 3/C.9.	Outside Assistance	ASSIST/TECHNICAL/SAULT STE MARIE MI//
Chpt 3/C.10.	Amplification	AMPN/REQUEST ESD SAULT STE MARIE PROCURE AND INSTALL PARTS AT CG SECTOR SAULT STE MARIE MI//
Chpt 3/C.11.	Parts Identification	PARTSID/APL:63767270B1/CID:UNKN/JCN:UNKN//
Chpt 3/C.13.	Equipment Casualty Parts	1PARTS /DL NATIONAL STOCK NO. RQD COSAL ONBD CIRCUIT /01 5840-01-461-6338 001 000 000 - /02 5985-01-479-1939 001 000 000 - /03 5985-01-461-6330 001 000 000 -//
Chpt 3/C.14.	Amplification	AMPN/REASON ITEM NOT ONBOARD - NO ALLOWANCE. DL01 R-T ASSEMBLY, DL02 X-BAND PEDESTAL WITHOUT SLED, DL03 X-BAND ANTENNA.//
Chpt 3/C.16.	Remarks	RMKS/OPERATIONAL IMPACT: HIGH - PRIMARY RADAR IS NOT FUNCTIONAL, ORIG HAS TO RELY ON LESS CAPABLE BACKUP SINS RADAR. DURING TRANSIT ORIG NOTICED ALARM SOUNDING ON ECPINS GIVING LOSS OF RADAR INPUT ERROR. TROUBLESHOT AND FOUND RADAR ANTENNA TURNED ITSELF OFF. ORIG REBOOTED RADAR TO SEE IF IT WOULD RESET ANTENNA WITH NEG RESULTS. P.O.C. BM1 JOHN SMITH, OPERATIONS PETTY OFFICER JOHN.N.SMITH(AT)USCG.MIL, 216-653-6607//
	Break Transmission	BT
		NNNN

Figure 3-2 Initial CASREP example

C.4. Message Identifier (MSGID) Data Set

Use the **mandatory** MSGID data set to signify the beginning of formatted information. MSGID is the first set of the message text. The MSGID data set consists of three data fields:

1. Message type defines the message type. CASREP is always the message type.
2. Message originator identifies the hull type and hull number, followed by the unit's reporting name.
3. Message serial number is a sequential number assigned by the message originator. The number set begins with 001 and ends with 999, at which point the serial number returns to 001. Each CASREP message takes the next number in order whether or not the CASREP messages are related.

NOTE: **Keep a log of the serial numbers assigned for each message sent.**

NOTE: **If MSGID is misspelled, CGMS will not recognize or load the CASREP entry.**

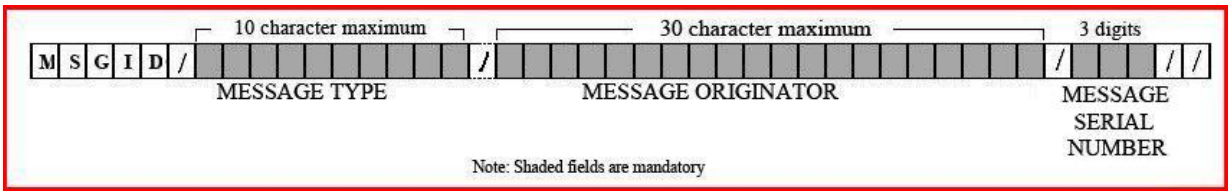

Figure 3-3 MSGID data set format

C.4.a. MSGID Data Set Example

MSGID/CASREP/WMEC 913 MOHAWK/063//

In the example above, U.S. Coast Guard Cutter (USCGC) MOHAWK is reporting a CASREP. The hull type is a medium endurance cutter, hull number 913, and this is the 63rd CASREP message sent.

C.5. Position (POSIT) Data Set

Use the **mandatory** POSIT data set to report the geographical position (latitude/longitude) or port name where the reporting unit is located. If the unit is exempt from position reporting requirements, enter exempt (see note below for data set format). POSIT data sets consist of two data fields:

1. Position: Reports the geographical position (latitude/longitude) or port name where the unit is presently located.
2. Date-Time of Position: Indicates the coordinated universal time (UTC) of the unit's position at reporting event.

Revision

NOTE: **Use POSIT/EXEMPT// if the reporting unit is exempt from position reporting requirements. Use of EXEMPT is for operations security (OPSEC) consideration of a cutter away from homeport or on patrol.**

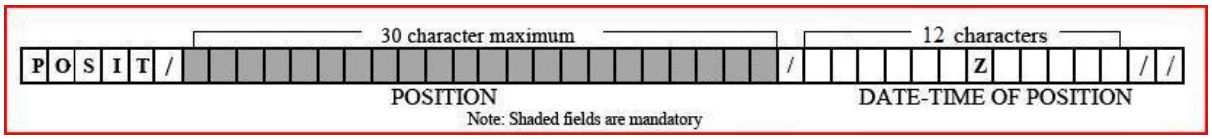

Figure 3-4 POSIT data set format

C.5.a. POSIT Data Set Examples

POSIT/SAULT STE MARIE MI/051511ZDEC12//

POSIT/GALVESTON TX/291230ZJAN12//

POSIT/EXEMPT//

POSIT/4530N2-04645W9/291230ZJAN12//

C.5.b. POSIT Check-Sum Number Data Field

Check-sum is a single digit required to verify the accuracy of a reported position. It is derived from the sum of all the digits of the data field or sub-field to which the check-sum applies. When the computed sum is more than a single digit, only the ones position digit is used.

Check-sum number:

- Follow latitude/longitude position numbers by a check-sum number.
- Required only in fields containing latitudes/longitudes, courses, and speeds.

Example: To compute latitude 4530N and longitude 04645W, the check-sum of 4530N is 2 and 04645W is 9, and are reported as 4530N2-04645W9.

C.6. CASUALTY Data Set

Use the **mandatory** CASUALTY data set to identify the failure item or equipment. It precedes other data sets supplying information about the particular situation. CASUALTY data sets consist of four data fields:

1. Type of casualty report data field identifies the type of casualty information being reported. The NNNNN is a sequential number assigned by the message originator (command) for each initial casualty. This is not the same number assigned to the MSGID data set.

Revision

   - Example: The first Initial CASREP of calendar year 2012 is 12001; the second Initial CASREP of 2012 is 12002, and so on. This is the CASREP ID, and the number is maintained on subsequent updates until each CASREP is canceled or corrected.

2. Description of equipment data field identifies the failed equipment being reported using a maximum of 24 characters. Modify description with acronyms to fit on one line.

   - Limit equipment description to what the equipment is, e.g., NR1, MDE.
   - Do not describe equipment malfunction, e.g., NR1 MDE REAR SEAL LEAKING.
   - Use an AMPN data set directly after the CASUALTY data set if more information is available or needed about the equipment.
   - If a casualty occurs because of inadequate GPETE or PMS, report the affected system as the topic of the CASREP with GPETE as the cause in an AMPN data set.

Revision

3. Equipment Identification Code (EIC) data field reports a four to seven character identification code of the reported equipment. If the EIC is unknown, do not use the hyphen (-) character; instead, use UNKN or 9999.

   - Refer to the master EIC index link for a complete list of EICs: https://cgportal2.uscg.mil/units/sflc/sflc-configuration-data-management/Configuration%20Data%20%20Maintenance%20Management%20Systems/FLS/CDMM%20Training%20Materials/CDMM%20Job%20Aides/EIC%20Master%20List.xls

4. Casualty category (CAT) data field reports the equipment's effect on the unit's primary and/or secondary mission areas. Use criteria in Table 3-3: Equipment casualty category criteria to determine casualty category.

Casualty Category	Equipment Casualty Criteria
2	• A deficiency in mission essential equipment that causes a partial degradation in any primary mission, or a major degradation or complete loss of a secondary mission. • Mission execution is degraded through incapacity to complete certain mission essential tasks, but cutter remains nearly fully mission capable. • A minor mission degradation such as equipment, machinery, and systems operating under reduced capacity or redundancy.
3	• A major degradation in the current primary mission. • Major impacts include complete loss of equipment, systems, or machinery functions that significantly reduce mission effectiveness through incapacity to complete several mission essential tasks, but cutter remains partially mission capable.
4	• Total loss of one current mission and unable to operate as directed by TACON and/or significant risk to cutter/crew survivability, which outweighs the gain in mission execution.
Primary and secondary missions vary across OPAREA. Consider SAR and MSRO as primary missions regardless of OPAREA.	

Table 3-3 Equipment casualty category criteria

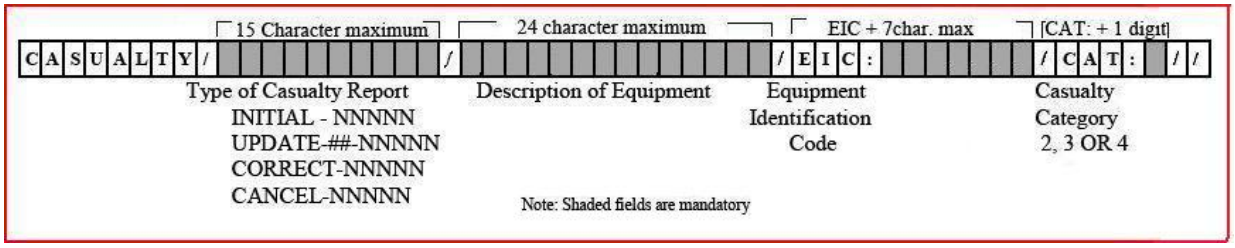

Figure 3-5 CASUALTY data set format

NOTE: **<u>Only</u> use the field marker (/) to separate data fields (e.g., AN/SPS-73 radar is formatted as AN-SPS-73).**

C.6.a. CASUALTY Data Set Examples

CASUALTY/INITIAL-12013/AN-SPS-73 RADAR/EIC:P100/CAT:3//

CASUALTY/INITIAL-12024/SCCS V-210 CLIENT/EIC:Z400/CAT:2//

CASUALTY/INITIAL-13056/SCBA COMPRESSOR/EIC:TF00/CAT:4//

CASUALTY/INITIAL-13014/NO1 MDE/EIC:B100/CAT:3//

C.7. AMPN Data Set

Use the **conditional** AMPN data set directly after the CASUALTY data set to supply an explanation or additional information about the CASUALTY data set.

AMPN data set criteria:

- Maximum of 10 continuous lines.
- Do not repeat AMPN data set identifier on continuous lines.
- The following special characters are permissible in this data set with the exception of end of data set markers (//):
  - Hyphens (-), colons (:), spaces, and field markers (/).
- Use an end of data set marker (//), to terminate the data set.

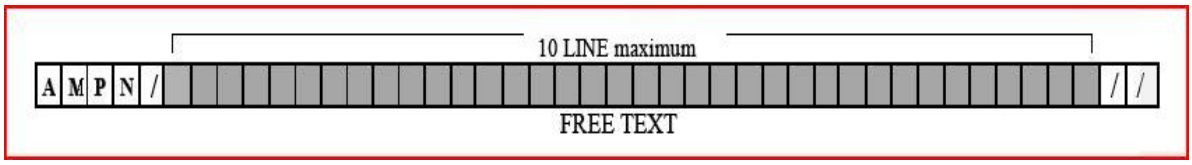

Figure 3-6 AMPN data set format

C.7.a. AMPN Data Set Examples

AMPN/RADAR ANTENNA DOES NOT ROTATE//

AMPN/CLIENT DOES NOT CORRECTLY REBOOT AFTER POWER SURGE//

AMPN/EXCESSIVE LUBE OIL CONSUMPTION NR2 SSDG//

C.8. Estimated Time of Repair (ESTIMATE) Data Set

Use the **mandatory** ESTIMATE data set to report the estimated time to complete repairs and factors affecting the projected repair schedule. Use only in Initial and Update CASREPs. This data set consists of three data fields:

1. Estimated date-time, month, and year of repair reports the best repair estimate displayed in DTG format.
2. Factors controlling estimated time of repair (ETR) reports factor(s) affecting ETR.
3. Deferred (DEFRD) reports inactive casualty status in lieu of a Cancel CASREP. Use DEFRD under the direction of the PLM to reduce the support command monitoring responsibilities and eliminate the unit's requirement for updating the CASREP.

   - Enter DEFRD in the data field.
   - Reactivate a deferred casualty through the submission of an Update CASREP immediately following any scheduled or unscheduled overhaul period.
   - Submit a Correct CASREP if the casualty is corrected at any time during the deferred period.
   - If the Initial CASREP estimate has elapsed, submit an Update CASREP to revise estimate and give a reason factor. Never use UNKN as a reason factor.

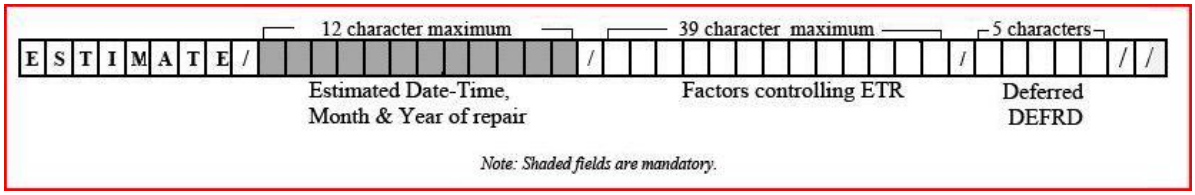

Figure 3-7 ESTIMATE data set format

C.8.a. ESTIMATE Data Set Examples

ESTIMATE/061600ZJAN13/UPON RECEIPT OF PARTS//

ESTIMATE/231600ZMAR12/RECEIPT OF PARTS NLT 21MAR12//

ESTIMATE/231600ZMAR12/SESEF CAL SKED 22MAR12//

Revision

C.9. Outside Assistance (ASSIST) Data Set

Use the **mandatory** ASSIST data set to request outside assistance to correct a casualty beyond the unit's ability to repair. This data set is required in each Initial CASREP whether or not outside assistance is required.

- Request assistance in a precedence chain. Request assistance from local support prior to requesting outside assistance.
- Report more than once for a casualty if more than one type of outside assistance is required.

ASSIST data set consists of two data fields:

1. Type of assistance required data field reports the type of outside assistance required. There are five assistance required types:
   - (a) NONE: Requirements of data set are met and unit does not need assistance.
   - (b) DEPOT, (c) TECHNICAL, (d) TENDER, (e) OTHER: Use an AMPN data set to explain further assistance needs.
2. Preferred assistance location data field reports the location at which the unit prefers or recommends parts delivery and/or repair of the casualty. Enter location such as a port name, geographic area name, radius about a latitude/longitude, etc., corresponding to the unit's deployment schedule.

NOTE: **Funding is not an authorized assistance type. Use OTHER if the unit is requesting another entity to purchase parts or assistance.**

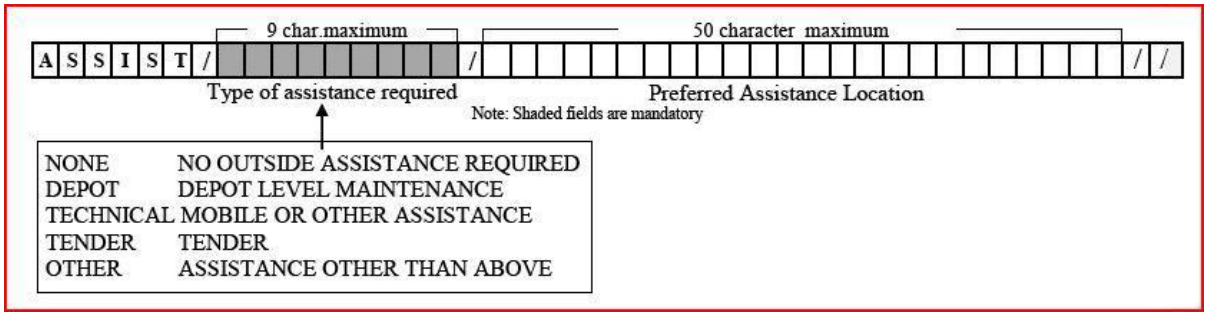

Figure 3-8 ASSIST data set format

C.9.a. ASSIST Data Set Examples

ASSIST/TECHNICAL/SAULT STE MARIE MI//
AMPN/REQUEST ESD SAULT STE MARIE PROCURE AND INSTALL PARTS AT CG SECTOR SAULT STE MARIE MI//

ASSIST/OTHER/GUANTANAMO BAY CU//
AMPN/REQUEST BASE MIAMI ARRANGE PARTS DELIVERY TO GTMO//

ASSIST/TECHNICAL/KEY WEST FL//
AMPN/REQUEST ESD KEY WEST PROVIDE TECH ASSIST//

C.10. AMPN Data Set

Use the **conditional** AMPN data set directly after the ASSIST data set to supply an explanation or additional information about the ASSIST data set. The AMPN data set is required after any data set containing an entry of "OTHER", "TECHNICAL," or "UNKN" unless otherwise directed. See Chapter 3: CASREP Data Sets and CASREP Types, Section C.9: Outside Assistance (ASSIST) Data Set, Subsection C.9.a. ASSIST Data Set Examples above for formatting examples.

C.11. Parts Identification (PARTSID) Data Set

Use the **mandatory** PARTSID data set to report pertinent information about an equipment item reported in a CASREP. This data set does not order parts. It simply allows the supporting activities to understand parts needed for repair.

PARTSID data set consists of three data fields:

1. Allowance Parts List (APL) data field reports the allowance parts list number of the most specific item(s) causing the casualty.
2. Component ID (CID) data field reports the component identification number of the most specific item(s) causing the casualty.
   - Enter either a hyphen (-) or UNKN if information is unavailable or unknown.
3. Job Control Number (JCN) data field is not used by USCG units.
   - Enter either a hyphen (-) or UNKN in this field.

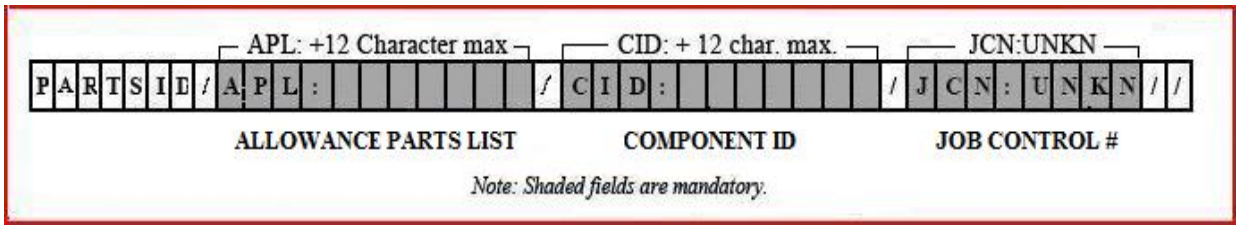

Figure 3-9 PARTSID data set format

C.11.a. PARTSID Data Set Example

PARTSID/APL:63767270B1/CID:UNKN/JCN:UNKN//

C.12. Technical Publication (TECHPUB) Data Set

Use the **conditional** TECHPUB data set to identify and report the name and number of the technical manual pertaining to the failed equipment in a CASREP. Enter the name and number of the technical manual.

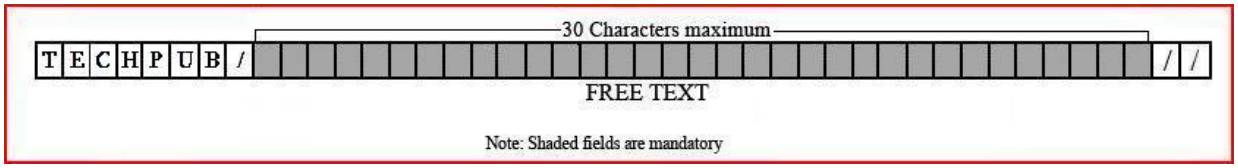

Figure 3-10 TECHPUB data set format

C.12.a. TECHPUB Data Set Example

PARTSID/APL:63767270B1/CID:UNKN/EIC:TM00/JCN:UNKN//

TECHPUB/GCF-RWL-2303 TECHMAN//

AMPN/USED TEST STEPS 1 THRU 34 ON PG. 3-24 OF TECH MANUAL//

C.13. Equipment Casualty Parts (1PARTS) Data Set

Use the **conditional** 1PARTS data set to identify the parts required to repair the equipment. This data set does not order parts.

- Submit with the Initial CASREP or the first Update CASREP, and as required if additional parts not previously reported are later identified.
- Report the reason each required item is not aboard and a statement including the APL in an AMPN data set.

1PARTS data set consists of six data fields:

1. Data Line (DL) data field sequentially identifies each part required for repair.
2. National Stock Number (NSN) data field reports the repair parts required. If unknown or non-existent, provide part ID and additional identification information available in an AMPN data set.
3. Quantity Required (RQD) data field reports the parts quantity needed. This is not the same number of parts ordered through the MILSTRIP data set.
4. Coordinated Shipboard Allowance List (COSAL) data field reports the quantity of authorized spare parts aboard. Use Navy's COSAL manual to locate NSNs and repair parts allowance for ordnance equipment (e.g., MK 92 Fire Control System, MK 15 Close-In Weapon System (CIWS), and other NTNO equipment).
5. Quantity on Board (QTY) data field reports the quantity of the part on board the unit.

6. Circuit data field reports the circuit symbol and management list Navy (MLN) nomenclature. Limit to ten characters in length.

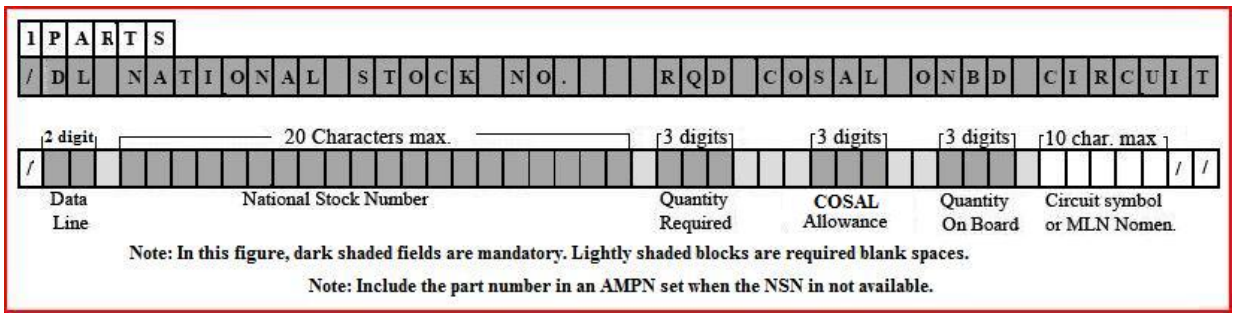

Figure 3-11 1PARTS data set example

C.13.a. 1PARTS Data Set Examples

```
1PARTS
/DL NATIONAL STOCK NO.  RQD COSAL ONBD CIRCUIT
/01  5840-01-461-6338   001  000   000   -
/02  5985-01-479-1939   001  000   000   -
/03  5985-01-461-6330   001  000   000   -//

1PARTS
/DL NATIONAL STOCK NO.  RQD COSAL ONBD CIRCUIT
/01 5930-01-004-9876    001  000   000   1A5A1//

1PARTS
/DL NATIONAL STOCK NO.  RQD COSAL ONBD CIRCUIT
/UNKNOWN                001  000   000   -//

1PARTS
/DL NATIONAL STOCK NO.  RQD COSAL ONBD CIRCUIT
/01   5G8920              003  000   000   -//
```

C.14. AMPN Data Set

Use the **conditional** AMPN data set directly after the 1PARTS data set to supply a part ID and an explanation or additional information about the 1PART data set.

C.14.a. AMPN Data Set Examples

AMPN/REASON ITEM NOT ONBOARD - NO ALLOWANCE. DL01 R/T ASSEMBLY, DL02 X-BAND PEDESTAL WITHOUT SLED, DL03 X-BAND ANTENNA//

AMPN/REASON ITEM NOT ONBOARD - NO ALLOWANCE. NO APL LISTING. PART LABELED HYDROSYNC MODEL 50243GLX//

Revision

NOTE: **Avoid using the Tab key when writing the AMPN data set.**

C.15. MILSTRIP Information (1STRIP) Data Set

Use the **conditional** 1STRIP data set to identify MILSTRIP data that enables support staff personnel to track and expedite the delivery of parts required to correct the casualty.

1STRIP data set consists of seven data fields:

1. Data Line (DL) data field sequentially identifies each part required for repair.
   - Use the corresponding data line in the 1PARTS set to relate MILSTRIP data for the proper part. For example, data line 01 in the 1PARTS set must correspond to the data line 01 in the 1STRIP set.
2. Document Identifier data field reports the appropriate MILSTRIP document reference, in the form of AAAAAA-DDDD-WXXX.
   - AAAAAA contains the unit identification code (UIC), the unit's Operating Facility (OPFAC) number preceded by the letter "E."
   - DDDD is the Julian date. The first digit denotes year ("4" for 2014, "5" for 2015…). Last three digits are the day's sequential number (001 is 1 January, 365 is 31 December).
   - WXXX is the document serial number. "W" always precedes the document serial number and identifies to the supply facility that the part is required to repair CASREP'd equipment.
3. Quantity Ordered (QTY) data field reports the quantity of the item ordered.
4. Requisition Priority (PRI) data field reports the priority associated with the requisition of the item.
5. Required Delivery Date (RDD) data field reports the required delivery date in three-digit Julian calendar form (day's sequential number).
6. Activity data field reports the name of the organization, in abbreviated form, to which the requisition for this part was submitted (e.g., SFLC).
7. Status of Requisition data field provides a brief narrative using standard supply terminology or the DTG of the requisition message for this item.

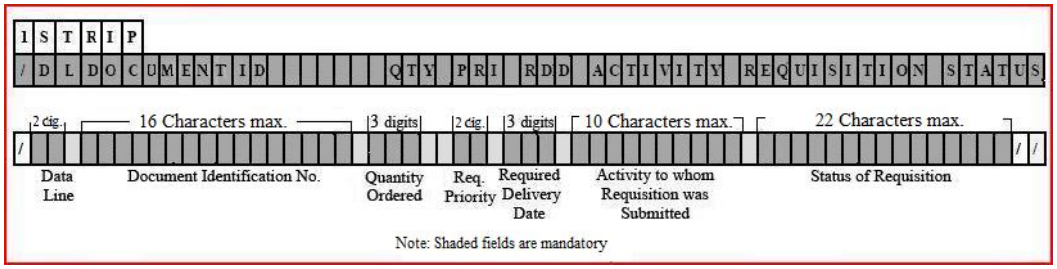

Figure 3-12 1STRIP data set format

C.15.a. 1STRIP Data Set Example

```
1STRIP
/DL DOCUMENT ID     QTY PRI RDD ACTIVITY REQUISITION STATUS
/01 Z52001-2151-W401 002  21  189 NNZ      BACKORDERED
/02 Z52001-2152-W402 001  42  168 NNZ      ORDERED//
```

C.16. Remarks (RMKS) Data Set

Use the **conditional** RMKS data set to provide a mission impact statement and an explanation or additional information concerning all or part of a message. It is the last data set of a message if the downgrading/ declassification (DWNGRADE) data set is not used. The purpose of the RMKS section is to inform operational and tactical commanders of how the casualty affects operations, actions unit is taking to mitigate efforts, and specific degradations and operating limitations in quantified terms. When required, include point of contact (POC) and contact information in this section.

- Specify surface vessel and flight restrictions and impediments to correcting the casualty.
- Explain symptoms and other amplifying information about the CASREP.

RMKS data set requirements:

- Maximum of 99 continuous lines is available for use (100 line total).
- Do **not** repeat the RMKS data set identifier on continuous lines.
- The following special characters are permissible in this data set with the exception of end of data set markers (//):
  - Hyphens (-), colons (:), spaces, and field markers (/).
- Use an end of data set marker (//) to terminate the data set.

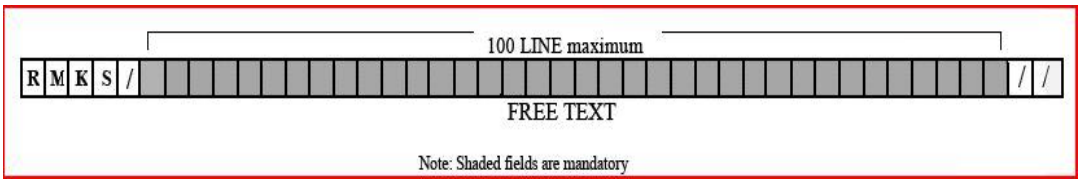

Figure 3-13 RMKS data set format

C.16.a. RMKS Data Set Examples

RMKS/MISSION IMPACT: MODERATE - ORIG WILL CONTINUE TO USE NR 1 SSDG UNTIL FURTHER DEGRADATION IS NOTICED. IF DAMAGE WORSENS, WILL SECURE UNIT AND IMPLEMENT THE EDG AS SECONDARY POWER GENERATOR FOR PARALLEL OPERATIONS. IMPEDIMENTS: PARTS, OUT-CONUS LOGISTICS//

RMKS/MISSION IMPACT: MAJOR - SECOND OF TWO SMALL BOATS OOC FOR BOARDINGS ON COUNTER-DRUG MISSION. REQUEST PARTS BE DELIVERED TO AVDET GTMO FFT TO THETIS. IMPEDIMENTS: PARTS, OUT-CONUS LOGISTICS//

Revision

NOTE: **If providing a POC, ensure the listed person is available, not on leave, and does not have scheduled leave. Identify POC by email and phone, written as JOHN.N.SMITH(AT)USCG.MIL, 123-456-7890.**

C.17. Downgrading/ Declassification (DWNGRADE) Data Set

Use the **conditional** DWNGRADE data set to report message classification instructions. All classified CASREPs must contain downgrading/ declassification instructions and appear as the last data set in a classified message per reference (e), Classified Information Management Program COMDTINST M5510.23 (series).

- The following special characters are permissible in this data set with the exception of end of data set markers (//):
  - Hyphens (-), colons (:), spaces, and field markers (/).
- All information, regardless of its content or form, is considered to be a single unformatted field.

NOTE: **Do not use the DWNGRADE data set to downgrade or change a CASREP category; use an Update CASREP.**

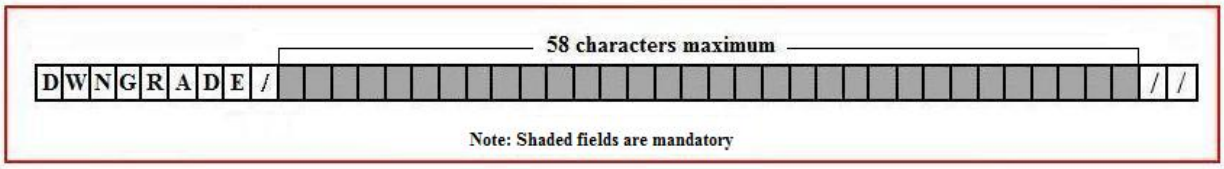

Figure 3-14 DWNGRADE data set format

C.17.a. DWNGRADE Data Set Examples and Translations

DWNGRADE/DECL 21AUG37//	Translates: Declassify on 21 August 2037
DWNGRADE/REVW 21AUG37//	Translates: Review on 21 August 2037
DWNGRADE/DG/C/21AUG37//	Translates: Downgrade to Confidential on 21 August 2037

Section D: Update CASREP

Revision **D.1. Update CASREP**

Use an Update CASREP to provide new and more definitive information supporting the Initial CASREP. Minimally, update CASREPs every 30 days or within 24 hours of status change. Send an Update CASREP for the following:

- Change in status or estimated repair time.
- Change in the request for parts or equipment.
- Change in casualty category.
- Receipt of ordered parts or equipment.
- Receipt of requested technical support or USCG depot level support.
- Additional deficiencies discovered in the same equipment.
- Previous CASREPs containing errors with the exception of previously used CASREP IDs or incorrectly formatted CASREP IDs.

Revision **NOTE:** **Use the same CASREP ID and all PLAs from the Initial CASREP when transmitting an Update CASREP.**

D.2. Data Set Types and Usage

The following matrix contains data set identifiers and usage conditions for Update CASREPs.

Data Set Required Order	Usage	Comments
MSGID	Mandatory	Identifies message type, originator, and serial number.
POSIT	Mandatory	Identifies reporting unit's location and date-time.
REF	Mandatory	Identifies the DTG of the Initial CASREP.
CASUALTY	Mandatory	Provides casualty serial number, equipment description, and category.
ESTIMATE	Mandatory	Provides ETR and related factors.
AMPN	Conditional	Provides current status of parts and/or repairs.
DELETE	Conditional	If a previously reported data set is no longer valid.
ASSIST	Conditional	If change to assistance is required.
AMPN	Conditional	Provides detailed explanation if assist is tech or other.
PARTSID	Conditional	Provides parts identification about CASREP'd equipment.
TECHPUB	Conditional	References the technical manual's name and number used to identify parts information.
DELETE/1PARTS	Conditional	If parts previously reported are no longer needed.
1PARTS	Conditional	If not previously reported and parts are required, provides part's NSN and/or part number.
CHANGE/1PARTS	Conditional	Changes previously ordered parts.
AMPN	Conditional	Additional information concerning 1PARTS.
DELETE/1STRIP	Conditional	Deletes previously reported 1STRIP information.
1STRIP	Conditional	Provides MILSTRIP data for parts in 1PARTS.
CHANGE/1STRIP	Conditional	Changes previously reported 1STRIP information.
RMKS	Conditional	Provides a mission impact statement and additional narrative information on CASREP.
DWNGRADE	Conditional	Provides downgrading/declassification instructions.

Table 3-4 Update CASREP - order and usage of data sets

Revision

D.3. Update CASREP Example

CASREP messages follow JINTACCS automated message preparation system formatting. Therefore, only use uppercase letters. Additionally, CASREPs use a MSGID line instead of a SUBJ line.

Chpt/Section	Data Set Identifier	Update CASREP Example
Chpt 2/D.2.	Precedence	P 061855Z DEC 12
Chpt 2/D.3.	Unit Originating Message	FM USCGC BISCAYNE BAY
Chpt 2/D.4.	Action Addressees	TO CCGDNINE CLEVELAND OH//DPW// COMCOGARD SECTOR SAULT STE MARIE MI COGARD BASE CLEVELAND OH//E// AIG 6843 AIG 11960 COGARD ESD SAULT STE MARIE MI COMCOGARD SFLC BALTIMORE MD
	Information Addressees	INFO COGARD C4ITSC ALEXANDRIA VA COGARD FLS MARTINSBURG WV
	Begin Message	BT
Chpt 2/E.	CASREP Classification	UNCLAS
Chpt 3/D.4.	Message Identifier	MSGID/CASREP/WTGB 104 BISCAYNE BAY/095//
Chpt 3/D.5.	Geographical Position	POSIT/ST IGNACE MI/051855Z DEC 12//
Chpt 3/D.6.	Reference Initial CASREP	REF/CASREP/BISCAYNE BAY/051511ZDEC12//
Chpt 3/D.7.	Casualty Data Set	CASUALTY/UPDATE-01-12013/AN-SPS-73 RADAR/EIC:P15M000/CAT:3//
Chpt 3/D.8.	Estimated Time of Repair	ESTIMATE/081600Z DEC12/UPON RECEIPT OF PARTS//
Chpt 3/D.9.	Amplification	AMPN/RADAR ANTENNA DOES NOT ROTATE//
Chpt 3/D.13.	Parts Identification	PARTSID/APL:63767270B1/CID:UNKN/JCN:UNKN//
Chpt 3/D.22.	Remarks	RMKS/OP IMPACT: HIGH - PRIMARY RADAR IS NOT FUNCTIONAL. ORIG HAS TO RELY ON LESS CAPABLE BACKUP SINS RADAR. AWAITING ARRIVAL OF PARTS. ESD SAULT ST MARIE REPORTS EDD OF PARTS IS 07DEC2012. UNIT P.O.C. BM1 JOHN SMITH, OPERATIONS PETTY OFFICER, JOHN.N.SMITH(AT)USCG.MIL, 216-653-6607//
	Break Transmission	BT
		NNNN

Figure 3-15 Update CASREP example

D.4. MSGID Data Set

Use the **mandatory** MSGID data set to signify the beginning of formatted information. MSGID is the first set of the message text and is formatted identically to the Initial CASREP with the exception of the message serial number. Refer to Chapter 3: CASREP Data Sets and CASREP Types, section C.4: Message Identifier (MSGID) Data Set for formatting instructions.

D.4.a. MSGID Data Set Example	MSGID/CASREP/WMEC 913 MOHAWK/064// In the example above, USCGC MOHAWK is reporting an Update CASREP sequenced correctly after the Initial CASREP. The hull type is a medium endurance cutter, hull number 913, and this is the 64th CASREP message sent.
D.5. POSIT Data Set	Use the **mandatory** POSIT data set to report present geographical position (latitude/longitude) or port name where reporting unit is located as of the date-time indicated. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.5: Position (POSIT) Data Set for formatting instructions.
D.5.a. POSIT Data Set Examples	POSIT/ST IGNACE MI/051855ZDEC12// POSIT/GALVESTON TX/291230ZJAN12// POSIT/EXEMPT// POSIT/4530N2-04645W9/291230ZJAN12//
D.5.b. POSIT Check-Sum Number Data Field	Check-sum is a single digit required to verify the accuracy of a reported position. It is derived from the sum of all the digits of the data field or sub-field to which the check-sum applies. When the computed sum is more than a single digit, only the ones position digit is used. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.5.b: POSIT - Check-Sum Number Data Field for formatting instructions.
D.6. Reference (REF) Data Set	Use the **mandatory** REF data set to provide a reference back to the Initial CASREP. CGMS attaches the Initial CASREP reference message link, allowing the reader to click on the Initial CASREP (or other referenced document in CGMS). REF data set consists of three data fields: 1. Message type. 2. Message originator. 3. DTG of the Initial CASREP.

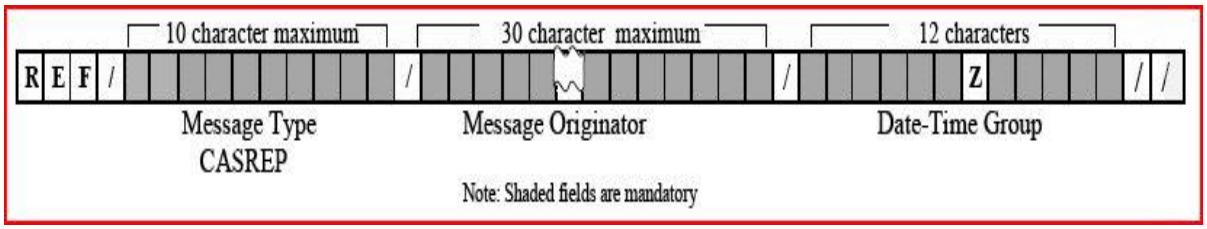

Figure 3-16 REF data set format

D.6.a. REF Data Set Examples	REF/CASREP/WTGB 104 BISCAYNE BAY/051511ZDEC12// REF/CASREP/WPB 1347 PEA ISLAND/291238ZJAN12//
D.7. CASUALTY Data Set	Use the **mandatory** CASUALTY data set to update additional or changed information of the failure item or equipment. It precedes other data sets supplying information about the particular situation. An Update CASREP CASUALTY data set consists of four data fields identical to an Initial CASREP with the exception of the type of casualty report data field: 1. Type of casualty report data field identifies the type of casualty information being reported. The XX-NNNNN is a sequential number for each Update CASREP. This is not the same number assigned to the MSGID data set. ➢ Example: Update CASREPs are sequentially numbered, i.e., UPDATE-01-12001, UPDATE-02-12001, and so on. 2. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.6: CASUALTY Data Set for further formatting instructions.
D.7.a. CASUALTY Data Set Examples	CASUALTY/UPDATE-01-12013/AN-SPS-73 RADAR/EIC:P15M000/CAT:3// CASUALTY/UPDATE-01-12024/SCCS V-210 CLIENT/EIC:Z400/CAT:2// CASUALTY/UPDATE-04-13054/NR2 CPP SYSTEM/EIC:BA00/CAT:2// CASUALTY/UPDATE-07-12077/OILY WATER SEPARATOR/EIC:TJOO/CAT:2//
D.8. ESTIMATE Data Set	Use the **mandatory** ESTIMATE data set in an Update CASREP to report a more concise time to complete repairs and additional factors affecting the projected repair schedule. Use only in Initial and Update CASREPs. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.8: Estimated Time of Repair (ESTIMATE) Date Set for formatting instructions.

D.8.a. ESTIMATE Data Set Examples

ESTIMATE/081600ZDEC12/UPON RECEIPT OF PARTS//

ESTIMATE/231600ZMAR12/RECEIPT OF PARTS NLT 21MAR12//

ESTIMATE/231600ZMAR12/SESEF CAL SKED 22MAR212//

D.9. AMPN Data Set

Use the **conditional** AMPN data set directly after ESTIMATE to supply an explanation or additional information about the Update CASREP ESTIMATE data. Provide current status of parts and/or repairs if parts previously reported as required to repair casualty have been received.

D.9.a. AMPN Data Set Examples

AMPN/RADAR ANTENNA DOES NOT ROTATE//

AMPN/SF HAS EXHAUSTED TROUBLESHOOTING EFFORTS AND ONBOARD SPARE PARTS. REQUEST SFLC LREPL IDENTIFY OEM TECH REP FOR BOTH ELECTRICAL AND MECHANICAL COMPONENTS TO MEET CUTTER AT NPOC. ALSO REQUEST SFLC LREPL PROCURE AND SHIP PARTS TO NPOC//

D.10. Delete (DELETE) Data Set

Use the **conditional** DELETE data set to remove selected data from a unit's record in the Navy Reporting Structure (NRS).

1. Set identifier to be deleted: Enter the name on the data set to be deleted from the CASREP record (e.g., ASSIST, 1PARTS, 1STRIP).
2. Previously reported data fields: Enter verbatim the complete set of field values as originally reported in the data set being deleted.

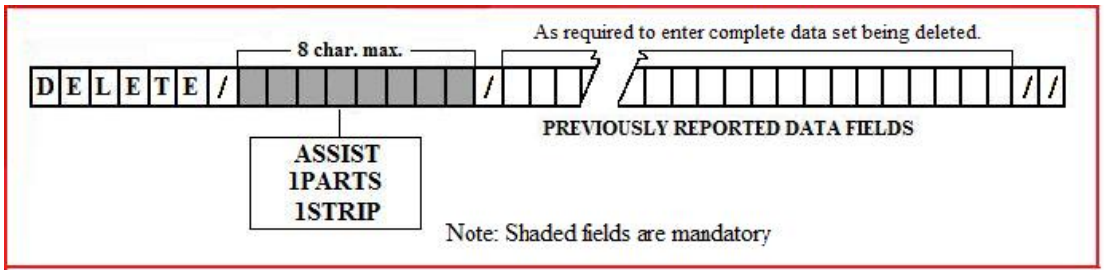

Figure 3-17 DELETE data set format

D.10.a. DELETE Data Set Example

ASSIST/TECHNICAL/MIAMI FL//

DELETE/ASSIST/TECHNICAL/MIAMI FL//

D.11. ASSIST Data Set	Use the **conditional** ASSIST data set in an Update CASREP to request outside assistance to correct a casualty beyond the unit's ability to repair. This set is required in each Initial CASREP whether or not a unit requires outside assistance. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.9: Outside Assistance (ASSIST) Data Set for formatting instructions.
D.11.a. ASSIST Data Set Examples	ASSIST/OTHER/GUANTANAMO BAY, CU// AMPN/REQUEST ESU MIAMI ARRANGE PARTS DELIVERY TO GTMO// ASSIST/TECHNICAL/SAN JUAN PR// AMPN/REQUEST ESD SAN JUAN PROVIDE TECH ASSIST//
D.12. AMPN Data Set	Use the **conditional** AMPN data set directly after the ASSIST data set to supply an explanation or additional information about the ASSIST data set.
D.12.a. AMPN Data Set Example	AMPN/REQUEST BASE BOSTON C4IT DEPT SCHEDULE DIVERS TO INSTALL TRANSDUCER COVER PLATE 18FEB2012//
D.13. PARTSID Data Set	Use the **conditional** PARTSID data set to report pertinent information about an equipment item reported in a CASREP. This data set does not order parts. It simply allows the supporting activities to understand parts needed for repair. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.11: Parts Identification (PARTSID) Data Set for formatting instructions.
D.13.a. PARTSID Data Set Examples	PARTSID/APL:66D82660A1/CID:UNKN/JCN:UNKN// PARTSID/APL:01075241F8/CID:UNKN/JCN:UNKN// PARTSID/APL:55823660A2/CID:UNKN/JCN:UNKN//
D.14. TECHPUB Data Set	Use the **conditional** TECHPUB data set to report additional information about the failed equipment in a CASREP. The TECHPUB is preceded by a PARTSID. Refer to Chapter 3: CASREP Data Sets and CASREP Types, C.12: Technical Publication (TECHPUB) Data Set for formatting instructions.
D.14.a. TECHPUB Data Set Example	PARTSID/APL:66D82660A1/CID:UNKN/JCN:UNKN// TECHPUB/GCF-RWL-2303 TECHMAN// AMPN/USED TEST STEPS 1 THRU 34 ON PG. 3-24 OF TECH MANUAL//

D.15. DELETE/ 1PARTS

Use the **conditional** DELETE/1PARTS data set to remove previously reported 1PARTS that are no longer valid or needed. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section D.10: Delete (DELETE) Data Set for formatting instructions.

D.15.a. DELETE/ 1PARTS Data Set Examples

```
DELETE/1PARTS
/DL NATIONAL STOCK NO.  RQD COSAL ONBD CIRCUIT
/01 5930-01-004-9876    001  000  000  1A5A1//
```

D.16. 1PARTS Data Set

Use the **conditional** 1PARTS data set to identify additional parts not previously reported that are now required to repair the equipment. This data set does not order parts. Refer to Chapter 3: CASREP Data Sets and CASREP Types, C.13: Equipment Casualty Parts (1PARTS) Data Set for formatting instructions.

D.16.a. 1PARTS Data Set Examples

```
1PARTS
/DL NATIONAL STOCK NO.  RQD COSAL ONBD CIRCUIT
/01 5930-01-004-9876    001  000  000  1A5A1//
AMPN/REASON ITEM NOT ONBOARD - NO ALLOWANCE//

1PARTS
/DL NATIONAL STOCK NO.  RQD COSAL ONBD CIRCUIT
/UNKNOWN                001  000  000  -//
AMPN/REASON ITEM NOT ONBOARD - NO ALLOWANCE. NO APL
LISTING. PART LABELED HYDROSYNC MODEL 50243GLX//
```

D.17. CHANGE/ 1PARTS

Use the **conditional** CHANGE/1PARTS data set to indicate previously reported required parts information has changed in the 1PARTS data set and to provide the changed information.

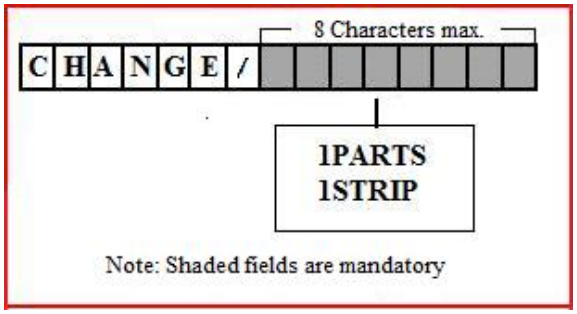

Figure 3-18 CHANGE/1PARTS data set format

D.17.a. CHANGE /1PARTS Example

```
CHANGE/1PARTS
/DL NATIONAL STOCK NO. RQD  ONBD CIRCUIT
/01  9C-4320-00-230-3483   007  002  000  -
/02  9C-4320-00-230-3480   001  000  000  -//
```

D.18. AMPN Data Set

Use the **conditional** AMPN data set directly following CHANGE/1PARTS to supply an explanation or additional information about the CHANGE/1PARTS data set.

D.18.a. AMPN Data Set Examples

```
AMPN/DL01 CHANGE RQD QTY TO 7//
```

D.19. DELETE/1STRIP

Use the **conditional** DELETE/1STRIP to identify a previously reported 1STRIP set that is no longer valid or needed. Refer to Chapter 3: CASREP Data Sets and CASREP Types, D.10: Delete (DELETE) Data Set for formatting instructions.

D.19.a. DELETE/1STRIP Example

```
DELETE/1STRIP
/DL DOCUMENT ID     QTY PRI RDD ACTIVITY REQUISITION STATUS
/01 Z52001-2151-W401  002   2   999  NNZ        BACKORDERED
/02 Z52001-2152-W402  001   4   168  NNZ        ORDERED//
```

D.20. 1STRIP Data Set

Use the **conditional** 1STRIP data set to identify MILSTRIP data on parts reported in 1PARTS to enable support staff personnel to track and expedite the delivery of parts required to correct the casualty. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.15: MILSTRIP Information (1STRIP) Data Set for formatting instructions.

D.20.a. 1STRIP Data Set Example

```
1STRIP
/DL DOCUMENT ID     QTY PRI RDD ACTIVITY REQUISITION STATUS
/01 Z52001-2151-W401  002   2   999  NNZ        BACKORDERED
/02 Z52001-2152-W402  001   4   168  NNZ        ORDERED//
```

D.21. CHANGE/1STRIP

Use the **conditional** CHANGE/1STRIP data set to indicate previously reported MILSTRIP information has changed in the 1STRIP data set and to provide the changed information.

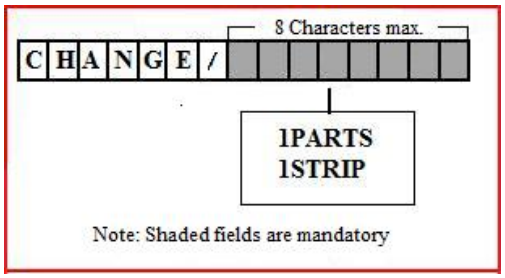

Figure 3-19 CHANGE/1STRIP data set format

D.21.a. CHANGE/1STRIP Example

```
CHANGE/1STRIP
/DL DOCUMENT ID      QTY PRI RDD ACTIVITY REQ STATUS
/01  V03360-0094-W402 002   4   149  NNZ      131403ZOCT08
/02  V03360-0094-W403 001   4   149  NNZ      131403ZOCT08//
```

D.22. RMKS Data Set

Use the **conditional** RMKS data set to provide a mission impact statement and an explanation or additional information concerning all or part of a message. It is the last data set of a message if the DWNGRADE data set is not used. The purpose of the RMKS section is to inform operational and tactical commanders of how the casualty affects operations, actions unit is taking to mitigate efforts, and specific degradations and operating limitations in quantified terms. When required, include POC and contact information in this section. Refer to Chapter 3: CASREP Data Sets and CASREP Types, C.16: Remarks (RMKS) Data Set for formatting instructions.

D.22.a. RMKS Data Set Examples

RMKS/OPERATIONAL IMPACT: HIGH - PRIMARY RADAR IS NOT FUNCTIONAL. ORIG HAS TO RELY ON LESS CAPABLE BACKUP SINS RADAR. AWAITING ARRIVAL OF PARTS. ESD SAULT ST MARIE REPORTS EDD OF PARTS IS 07DEC2012. UNIT P.O.C. BM1 JANE SMITH, OPERATIONS PETTY OFFICER, JANE.SMITH(AT)USCG.MIL, 216-653-6607//

RMKS/REQUEST PARTS BE DELIVERED TO AVDET GTMO FFT TO THETIS//

Revision **NOTE:** **If providing a POC, ensure the listed person is available, not on leave, and does not have scheduled leave. Identify POC by email and phone, written as JOHN.N.SMITH(AT)USCG.MIL, 123-456-7890.**

D.23. DWNGRADE Data Set

Use the **conditional** DWNGRADE data set to report message classification instructions. All classified CASREPs must contain downgrading/declassification instructions and appear as the last data set in a classified message per reference (e), Classified Information Management Program COMDTINST M5510.23 (series). Refer to Chapter 3: CASREP Data Sets and CASREP Types, C.17: Downgrading/Declassification (DWNGRADE) Data Set for formatting instructions.

D.23.a. DWNGRADE Data Set Examples and Translations

DWNGRADE/DECL 21AUG37// Translates: Declassify on 21 August 2037

DWNGRADE/REVW 21AUG37// Translates: Review on 21 August 2037

DWNGRADE/DG/C/21AUG37// Translates: Downgrade to Confidential on 21 August 2037

Section E: Correct CASREP

E.1. Correct CASREP

Use a Correct CASREP to provide information when equipment is repaired and in operational condition. Include the following information in an AMPN data set:

- Delay in repair time awaiting parts.
- Number of manhours expended to correct the casualty.
- Number of equipment operating hours since the last time the equipment malfunctioned.

Revision

NOTE: **Use the same CASREP ID and all PLAs from the Initial CASREP for the Correct CASREP.**

E.2. Data Set Types and Usage

The following matrix contains data set identifiers and usage conditions for Correct CASREP.

Data Set Required Order	Usage	Comments
MSGID	Mandatory	Identifies message type, originator, and serial number.
POSIT	Mandatory	Identifies reporting unit's location and date-time.
REF	Mandatory	Identifies the DTG of the Initial CASREP.
CASUALTY	Mandatory	Identifies casualty serial number, equipment description, and category.
AMPN	Mandatory	Reports delay in parts, manhours to correct, etc.
RMKS	Optional	Provides mission impact statement and narrative information on CASREP.
DWNGRADE	Conditional	Provides downgrading/declassification instructions.

Table 3-5 Correct CASREP - order and usage of data sets

Revision

E.3. Correct CASREP Example

CASREP messages follow JINTACCS automated message preparation system formatting. Therefore, only use uppercase letters. Additionally, CASREPs use a MSGID line instead of a SUBJ line.

Chpt/Section	Data Set Identifier	Correct CASREP Example
Chpt 2/D.2.	Precedence	P 071855Z DEC 12
Chpt 2/D.3.	Unit Originating Message	FM USCGC BISCAYNE BAY
Chpt 2/D.4.	Action Addressees	TO CCGDNINE CLEVELAND OH//DPW// COMCOGARD SECTOR SAULT STE MARIE MI COGARD BASE CLEVELAND OH//E// AIG 6843 AIG 11960 COGARD ESD SAULT STE MARIE MI COMCOGARD SFLC BALTIMORE MD
	Information Addressees	INFO COGARD C4ITSC ALEXANDRIA VA COGARD FLS MARTINSBURG WV
	Begin Message	BT
Chpt 2/E	CASREP Classification	UNCLAS
Chpt 3/E.4.	Message Identifier	MSGID/CASREP/WTGB 104 BISCAYNE BAY/099//
Chpt 3/E.5.	Geographical Position	POSIT/ST IGNACE MI//
Chpt 3/E.6.	Reference	REF/CASREP/BISCAYNE BAY/051511ZDEC12//
Chpt 3/E.7.	Casualty Data Set	CASUALTY/CORRECT-12013/AN-SPS-73 RADAR/EIC:P15M000/CAT:2//
Chpt 3/E.8.	Amplification	AMPN/01 DAY DELAY IN PARTS, 4 HOURS TO REPAIR//
Chpt 3/E.9.	Remarks	RMKS/ ANOTHER EXCELLENT JOB BY ESD SAULT ST MARIE. UNIT P.O.C. BM1 JOHN SMITH, OPERATIONS PETTY OFFICER, JOHN.N.SMITH(AT)USCG.MIL, 216-653-6607//
	Break Transmission	BT
		NNNN

Figure 3-20 Correct CASREP example

E.4. MSGID Data Set

Use the **mandatory** MSGID data set to signify the beginning of formatted information. MSGID is the first set of the message text and is formatted identically to the Initial CASREP with the exception of the message serial number. Refer to Chapter 3: CASREP Data Sets and CASREP Types, C.4: Message Identifier (MSGID) Data Set for formatting instructions.

E.4.a. MSGID Data Set Example

MSGID/CASREP/WTGB 104 BISCAYNE BAY/099//

MSGID/CASREP/WMEC 913 MOHAWK/070//

E.5. POSIT Data Set	Use the **mandatory** POSIT data set to report the present geographical position (latitude/longitude) or port name where the reporting unit is located as of the date-time indicated. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.5: Position (POSIT) Data Set for formatting instructions.
E.5.a. POSIT Data Set Examples	POSIT/ST IGNACE MI// POSIT/GALVESTON TX/291230ZJAN12// POSIT/EXEMPT//
E.5.b. POSIT Check-Sum Number Data Field	Check-sum is a single digit required to verify the accuracy of a reported position. It is derived from the sum of all the digits of the data field or sub-field to which the check-sum applies. When the computed sum is more than a single digit, only the ones position digit is used. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.5.b: POSIT - Check-Sum Number Data Field for formatting instructions.
E.6. REF Data Set	Use the **mandatory** REF data set to provide a reference back to the Initial CASREP. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section D.6: Reference (REF) Data Set for formatting instructions.
E.6.a. REF Data Set Examples	REF/CASREP/WTGB 104 BISCAYNE BAY/051511ZDEC12// REF/CASREP/WPB 1347 PEA ISLAND/291238ZJAN12//
E.7. CASUALTY Data Set	Use the **mandatory** CASUALTY data set to identify the casualty being corrected by its serial number, equipment description, and casualty category. It precedes other data sets supplying information about the particular situation. A Correct CASREP CASUALTY data set consists of four data fields identical to an Initial CASREP with the exception of the type of casualty report data field: 1. Type of casualty report data field identifies the type of casualty information being reported. The NNNNN is a sequential number for each Correct CASREP indicating the casualty has been corrected. This is not the same number assigned to the MSGID data set. 2. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.6: CASUALTY Data Set for further formatting instructions.
E.7.a. CASUALTY Data Set Examples	CASUALTY/CORRECT-12024/SCCS V-210 CLIENT/EIC:Z400/CAT:2// CASUALTY/CORRECT-12013/AN-SPS-73 RADAR/EIC:P15M000/CAT:2//

E.8. AMPN Data Set

Use the **mandatory** AMPN data set to report an explanation in the delay correcting the casualty or additional information about the CASUALTY data set.

E.8.a. AMPN Data Set Examples

AMPN/01 DAY DELAY IN PARTS, 4 HOURS TO REPAIR//

AMPN/NO DELAY IN RECEIPT OF PARTS. 10 HRS SPENT TO REPAIR//

AMPN/TEN HOUR DELAY IN RECEIPT OF PARTS. 138 MANHOURS EXPENDED TO CORRECT. PARTS RECEIVED LIST: DL01 132044ZMAY86, DL02 132044 ZMAY12//

E.9. RMKS Data Set

Use the **optional** RMKS data set to provide a mission impact statement and an explanation or additional information concerning all or part of a message. It is the last data set of a message if the DWNGRADE data set is not used. The purpose of the RMKS section is to inform operational and tactical commanders of how the casualty affects operations, actions unit is taking to mitigate efforts, and specific degradations and operating limitations in quantified terms. When required, include POC and contact information in this section. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.16: Remarks (RMKS) Data Set for formatting instructions.

E.9.a. RMKS Data Set Examples

RMKS/OP IMPACT MODERATE. HUB SEAL IS SCHEDULED TO BE REPLACED DURING COMMERCIAL AVAILABILITY UNDER WORK ITEM 10. ORIG IS SCHEDULED TO BE IN AVAILABILITY FROM XX-XXX-XXXX TO XX-XXX-XXXX. UNIT POC IS LT JANE N. SMITH, JANE.N.SMITH(AT)USCG.MIL//

Revision **NOTE:**

If providing a POC, ensure the listed person is available, not on leave, and does not have scheduled leave. Identify POC by email and phone, written as JOHN.N.SMITH(AT)USCG.MIL, 123-456-7890.

E.10. DWNGRADE Data Set

Use the **conditional** DWNGRADE data set to report message classification instructions. All classified CASREPs must contain downgrading/ declassification instructions and appear as the last data set in a classified message per reference (e), Classified Information Management Program COMDTINST M5510.23 (series). Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.17: Downgrading/Declassification (DWNGRADE) Data Set for formatting instructions.

E.10.a. DWNGRADE Data Set Examples and Translations

DWNGRADE/DECL 21AUG37//	Translates: Declassify on 21 August 2037
DWNGRADE/REVW 21AUG37//	Translates: Review on 21 August 2037
DWNGRADE/DG/C/21AUG37//	Translates: Downgrade to Confidential on 21 August 2037

Section F: Cancel CASREP

F.1. Cancel CASREP

Use a Cancel CASREP to cancel an Initial CASREP and all subsequent Update CASREPs on a single equipment malfunction.

Send a Cancel CASREP:

- At the start of a maintenance availability, typically a dockside or dry-dock, in which the item is scheduled to be repaired.

Identify the reason for a Cancel CASREP in the AMPN data set immediately following the casualty set.

Revision

NOTE: **Use the same CASREP ID and all PLAs from the Initial CASREP for the Cancel CASREP .**

NOTE: **Each CASREP being canceled must have its own Cancel CASREP message.**

Do not use a Cancel CASREP to correct formatting and/or an incorrect CASREP ID.

Revision

- Use a record message to cancel incorrectly formatted or a previously used CASREP ID in an Initial CASREP.

  Record message example:

  UNCLAS
  MSGID/CASREP//
  SUBJ:MESSAGE CANCELLATION
  A. MY 201215ZMAY13
  1. CANCEL REF. A.
  2. CORRECTED COPY TO FOLLOW.

All other corrections are done with an Update CASREP.

F.2. Data Set Types and Usage

The following matrix contains data set identifiers and usage conditions for Cancel CASREP.

Data Set Required Order	Usage	Comments
MSGID	Mandatory	Identifies message type, originator, and serial number.
POSIT	Mandatory	Identifies reporting unit's location and date-time.
REF	Mandatory	Identifies the DTG of the Initial CASREP.
CASUALTY	Mandatory	Identifies casualty serial number, equipment description, and category.
AMPN	Conditional	Reports delay in parts, manhours to correct, etc.
RMKS	Optional	Provides mission impact statement and additional narrative information on CASREP.
DWNGRADE	Conditional	Provides downgrading/declassification instructions.

Table 3-6 Cancel CASREP - order and usage of data sets

Revision

F.3. Cancel CASREP Example

CASREP messages follow JINTACCS automated message preparation system formatting. Therefore, only use uppercase letters. Additionally, CASREPs use a MSGID line instead of a SUBJ line.

Chpt/Section	Data Set Identifier	Cancel CASREP Example
Chpt 2/D.2.	Precedence	P 071855Z DEC 12
Chpt 2/D.3.	Unit Originating Message	FM USCGC BISCAYNE BAY
Chpt 2/D.4.	Action Addressees	TO CCGDNINE CLEVELAND OH//DPW// COMCOGARD SECTOR SAULT STE MARIE MI COGARD BASE CLEVELAND OH//E// AIG 6843 AIG 11960 COGARD ESD SAULT STE MARIE MI COMCOGARD SFLC BALTIMORE MD
	Information Addressees	INFO COGARD C4ITSC ALEXANDRIA VA COGARD FLS MARTINSBURG WV
	Begin Message	BT
Chpt 2/E.	CASREP Classification	UNCLAS
Chpt 3/F.4.	Message Identifier	MSGID/CASREP/WTGB 104 BISCAYNE BAY/101//
Chpt 3/F.5.	Geographical Position	POSIT/ST IGNACE MI//
Chpt 3/F.6.	Reference Initial CASREP	REF/CASREP/BISCAYNE BAY 051511ZDEC12//
Chpt 3/F.7.	Casualty and Category	CASUALTY/CANCEL-12013/AN-SPS-73 RADAR /EIC:P15M000/CAT:2//
Chpt 3/F.8.	Amplification	AMPN/SPS-73 RADAR SCHEDULED TO BE REPLACED DURING DRYDOCK PERIOD AT CG YARD BEGINNING 04JAN2013//
Chpt 3/F.9.	Remarks	RMKS/OP IMPACT MODERATE UNIT SCHEDULED TO PROTOTYPE NEW RADAR SYSTEM// UNIT P.O.C. BM1 JOHN SMITH, OPERATIONS PETTY OFFICER, JOHN.N.SMITH(AT)USCG.MIL, 216-653-6607//
	Break Transmission	BT
		NNNN

Figure 3-21 Cancel CASREP example

F.4. MSGID Data Set

Use the **mandatory** MSGID data set to signify the beginning of formatted information. MSGID is the first set of the message text and is formatted identically to the Initial CASREP with the exception of the message serial number. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.4: Message Identifier (MSGID) Data Set for formatting instructions.

F.4.a. MSGID Data Set Example

MSGID/CASREP/WTGB 104 BISCAYNE BAY/101//

MSGID/CASREP/WMEC 913 MOHAWK/075//

F.5. POSIT Data Set

Use the **mandatory** POSIT data set to report the present geographical position (latitude/longitude) or port name where the reporting unit is located as of the date-time indicated. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.5: Position (POSIT) Data Set for formatting instructions.

F.5.a. POSIT Data Set Examples

POSIT/ST IGNACE MI//

POSIT/GALVESTON TX/291230ZJAN12//

POSIT/EXEMPT//

POSIT/4530N2-04645W9/291230ZJAN12//

F.5.b. POSIT Check Sum Number Data Field

Check-sum is a single digit required to verify the accuracy of a reported position. It is derived from the sum of all the digits of the data field or sub-field to which the check-sum applies. When the computed sum is more than a single digit, only the ones position digit is used. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.5.b: POSIT - Check-Sum Number Data Field for formatting instructions.

F.6. REF Data Set

Use the **mandatory** REF data set to provide a reference back to the Initial CASREP. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section D.6: Reference (REF) Data Set for formatting instructions.

F.6.a. REF Data Set Example

REF/CASREP/WTGB 104 BISCAYNE BAY/051511ZDEC12//

REF/CASREP/WPB 1347 PEA ISLAND/291238ZJAN12//

F.7. CASUALTY Data Set

Use the **mandatory** CASUALTY data set to identify the casualty being canceled by its serial number, equipment description, and casualty category. It precedes other data sets supplying information about the particular situation.

A Cancel CASREP CASUALTY data set consists of four data fields identical to the Initial CASREP with the exception of the type of casualty report data field:

1. Type of casualty report data field identifies the type of casualty information being reported. The NNNNN is a sequential number for each Cancel CASREP indicating the casualty has been canceled. This is not the same number assigned to the MSGID data set.
2. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.6: CASUALTY Data Set for further formatting instructions.

F.7.a. CASUALTY Data Set Examples	CASUALTY/CANCEL-12013/AN-SPS-73 RADAR /EIC:P15M000/CAT:2// CASUALTY/CANCEL-12024/SCCS V-210 CLIENT/EIC:Z400/CAT:2//
F.8. AMPN Data Set	Use the **conditional** AMPN data set to report an explanation or additional information about the cancellation directly following the CASUALTY data set.
F.8.a. AMPN Data Set Examples	AMPN/SPS-73 RADAR SCHEDULED TO BE REPLACED DURING DRYDOCK PERIOD AT CG YARD BEGINNING 04JAN2013//
F.9. RMKS Data Set	Use the **optional** RMKS data set to provide an explanation or additional information concerning all or part of a message. It is the last data set of a message if the DWNGRADE data set is not used. A mission impact statement is not required for Cancel CASREPs. The purpose of the RMKS section is to inform operational and tactical commanders of how the casualty affects operations, actions unit is taking to mitigate efforts, and specific degradations and operating limitations in quantified terms. When required, include POC and contact information in this section. Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.16: Remarks (RMKS) Data Set for formatting instructions.
F.9.a. RMKS Data Set Example	RMKS/C3CEN PL ADVISED THAT ENTIRE RADAR SYSTEM TO BE REPLACED WITH NEW TYPE SYSTEM DURING OVERHAUL BEGINNING 03FEB13//

Revision **NOTE:** **If providing a POC, ensure the listed person is available, not on leave, and does not have scheduled leave. Identify POC by email and phone, written as JOHN.N.SMITH(AT)USCG.MIL, 123-456-7890.**

F.10. DWNGRADE Data Set	Use the **conditional** DWNGRADE data set to report message classification instructions. All classified CASREPs must contain downgrading/declassification instructions and appear as the last data set in a classified message per reference (e), Classified Information Management Program COMDTINST M5510.23 (series). Refer to Chapter 3: CASREP Data Sets and CASREP Types, Section C.17: Downgrading/Declassification (DWNGRADE) Data Set for formatting instructions.

F.10.a. DWNGRADE Data Set Examples and Translations

DWNGRADE/DECL 21AUG37//	Translates: Declassify on 21 August 2037
DWNGRADE/REVW 21AUG37//	Translates: Review on 21 August 2037
DWNGRADE/DG/C/21AUG37//	Translates: Downgrade to Confidential on 21 August 2037

Appendix A:
Glossary and Acronyms

1PARTS	Equipment casualty parts data set.
1STRIP	MILSTRIP (see below) information data set.
AFFF	Aqueous film forming foam.
AIG	Address indicating group. A predetermined list of addressees used for messages of a recurring or preplanned nature.
AIG 6842	US Navy Pacific Fleet Area address indicating group.
AIG 6843	US Navy Atlantic Fleet Area address indicating group.
AMPN	Amplification data set.
AOR	Area of responsibility.
APL	Allowance parts list data field.
ASSIST	Outside assistance data set.
BT	Break (a record message procedural sign).
C3CEN	Command, Control, and Communications Engineering Center, Portsmouth, VA.
C4IT	Command, control, communications, computers, and information technology.
C4ITSC	Command, Control, Communications, Computers, and Information Technology Service Center.
CAD	Collective address designator.
CAMSLANT	Communications Area Master Station Atlantic.

CASREP	Casualty report.
CASREP ID	CASREP (see above) identification number.
CAT	Casualty category data field.
CEU	Civil engineering unit.
CGMS	Coast Guard Message System.
CGTO	Coast Guard technical order.
CHANGE	Change data set.
CID	Component identification number data field.
CIWS	Close-in weapon system.
Coordinated Universal Time (UTC)	The time at the prime meridian (0º longitude). Indicated by the suffix “Z” (see below).
COSAL	Coordinated shipboard allowance list data field.
DEFCON	Defense readiness condition.
DEFRD	Deferred. Reports inactive casualty status in lieu of a Cancel CASREP.
DELETE	Delete data set.
DL	Data line.
DPVS	Distributed PLA verification system (see PLA below).
DTG	Date-time-group.
DWNGRADE	Downgrading/declassification data set.
EAL	Electronic Asset Logbook.

EFTO	Encrypted for transmission only (no longer authorized).
EIC	Equipment identification code.
eLog	Electronic Log.
EOB	Electronics and ordnance branch.
ESD	Electronic systems support detachment.
ESU	Electronic systems support unit.
ESTIMATE	Estimated time of repair data set.
ETR	Estimated time of repair.
FM	From (use in record message heading to designate message originator).
FOUO	For official use only.
GPETE	General purpose electronic test equipment.
HM&E	Hull, mechanical, and electrical.
IBCT	Ice breaker, buoy, and construction tender (product line).
INFO	Information (use in record message heading to designate information addressees).
ID	Identification number.
JCN	Job control number.
JINTACCS	Joint Interoperability of Tactical Command and Control System.
LRE	Long range enforcer (product line).
MEC	Medium endurance cutter.
MILSTRIP	Military standard requisitioning and issue procedures.

MINIMIZE	MINIMIZE is a term (not an acronym) used by command authorities to clear military telecommunication circuits of all nonessential traffic in an actual, simulated, or anticipated emergency. CASREPs are exempted from MINIMIZE to preclude interruption of important operations.
MK 15	Type of weapon system.
MK 92	Type of fire control system.
MLN	Management list Navy.
MSGID	Message identifier data set.
MSRO	Maritime Security Response Operations.
MTBF	Mean time between failure.
NRS	Navy Reporting Structure.
NSN	National Stock Number.
NTNO	Navy-type, Navy-owned.
O	Immediate message precedence.
OPAREA	Operational area.
OPCON	Operational control.
OPFAC	Operating facility.
OPORD	Operation order.
OPSEC	Operations security.
P	Priority message precedence.
PARTSID	Parts identification data set.
PB	Patrol boat.

PL	Product line.
PLA	Plain language address.
PLM	Product line manager.
POC	Point of contact.
POSIT	Position data set.
PMS	Planned maintenance system.
PRI	Requisition priority data field.
QTY	Quantity aboard/quantity ordered data fields.
R	Routine message precedence.
RDD	Required delivery date data field.
REF	Reference data set.
RMKS	Remarks data set.
RPFN	Real property facility number.
RQD	Quantity required data field.
SAR	Search and rescue.
SCBA	Self-contained breathing apparatus.
SFLC	Surface Forces Logistics Center.
SILC	Shore Infrastructure Logistics Center.
SUBJ	Subject line.
TACON	Tactical control.

TASK	Task organization group.
TECHPUB	Technical publication data set.
TO	Use in record message heading to designate action addressees.
TTP	Tactics, techniques, and procedures.
UIC	Unit identification code.
UNKN	Unknown.
USCG	U.S. Coast Guard.
USCGC	U.S. Coast Guard cutter.
UTC	Coordinated universal time, which is the time at the prime meridian (0º longitude). Indicated by the suffix “Z” (see below).
WAGB	Polar class icebreaker.
WHEC	High endurance cutter.
WLB	Seagoing buoy tender.
WMEC	Medium endurance cutter.
WMSL	National security cutter.
WPB	Coastal patrol boat.
WPC	Sentinel class fast response cutter.
WTGB	Icebreaking tug.
WXXX	Document serial number.
Z	Zulu. Used to indicate coordinated universal time (UTC) (see above). Also used for flash message precedence.

Revision

Appendix B: CASREP Special Addressees

B.1. Addressees for Electronics, Including NTNO Electronics

Action Addressees (TO)

OPCON

TACON

AIG 11962

And use one of the following two fleet AIGs

AIG 6842 (for Pacific Fleet cutters)

AIG 6843 (for Atlantic Fleet cutters)

Information Addressees (INFO)

COGARD FLS MARTINSBURG WV

COGARD C4ITCSD ST LOUIS MO

COGARD TISCOM ALEXANDRIA VA

TRMSDATACEN PEARL HARBOR HI

TRMSDATACEN SAN DIEGO CA

For Shipboard Satellite Communications Systems, add one of the following applicable INFO addressees:

NCTAMS LANT NORFOLK VA (Atlantic area only)

NCTAMS PAC HONOLULU HI (Middle and East Pacific only)

NCTAMS LANT DET ROTA SP (Mediterranean only)

NOTE: **All AIGs must be listed as action addressees in the "TO" line. Placing AIGs in the "INFO" line of a CASREP message will result in non-deliveries to units within the AIG.**

NOTE: **AIGs 6842 and AIG 6843 pertain to the following cutter classes: WMSL, WHEC, WMEC, WPB, WPC, WLB, WAGB, and WTGB. All other pertinent PLAs for electronic system CASREPs are contained within AIG 11962.**

NOTE: **AIG 11962 is maintained by SFLC ESD Electronics and Ordnance Branch (EOB) in coordination with Command, Control, and Communications Engineering Center, Portsmouth, VA (C3CEN).**

NOTE: **For a complete listing of all PLAs within an AIG, visit the Communications Area Master Station Atlantic (CAMSLANT) SharePoint Site at: https://cgportal2.uscg.mil/units/camslant/DirectoryServices/Collective%20Addresses/Forms/AllItems.aspx**

B.2. NTNO Ordnance

Action Addressees (TO)

OPCON

TACON

AIG 11962

And use one of the following two fleet AIGs

AIG 6842 (for Pacific Fleet cutters)

AIG 6843 (for Atlantic Fleet cutters)

Information Addressees (INFO)

COGARD FLS MARTINSBURG WV

B.3. USCG Dive Program

Action Addressees (TO)

OPCON

TACON

COMPACAREA COGARD ALAMEDA CA//PAC-37//

Information Addressees (INFO)

COMDT COGARD WASHINGTON DC//CG-7212//

COMCOGARD SFLC BALTIMORE MD

NAVDIVESALTRACEN PANAMA CITY FL

COGARD FLS MARTINSBURG WV

B.4. Hull, Mechanical, and Electrical (HM&E)

Action Addressees (TO)

OPCON

TACON

COMCOGARD SFLC BALTIMORE MD//Product Line// (LRE, IBCT, MEC, PB)

Information Addressees (INFO)

COMDT COGARD WASHINGTON DC

COGARD YARD BALTIMORE MD

COGARD FLS MARTINSBURG WV

B.5. Rescue 21

Action Addressees (TO)

COGARD BASE (enter your BASE)

COGARD TISCOM ALEXANDRIA VA

COGARD FLS MARTINSBURG WV

TRMSDATACEN PEARL HARBOR HI

TRMSDATACEN SAN DIEGO CA

COGARD DOL NORFOLK VA//DOL-4//

Information Addressees (INFO)

COMLANTAREA COGARD PORTSMOUTH VA//LANT-36//

CCGD (your District)//DRM/DT//

COGARD C4ITSC ALEXANDRIA VA//FSD//

COGARD C4ITSCSD ST LOUIS MO

COMDT COGARD WASHINGTON DC//CG-62/CG-3PR//

COMUSFLTFORCOM NORFOLK VA

******** DISTRICT SECTOR (Sector adjacent to your area of responsibility (AOR))

******** DISTRICT SECTOR (Sector adjacent to your AOR)

This page intentionally left blank.

Index