



**DEPARTMENT OF THE NAVY**

CHIEF OF NAVAL EDUCATION AND TRAINING

250 DALLAS ST

PENSACOLA FLORIDA 32508-5220

CNETINST 3040.1A

OS411

15 MAR 2001

CNET INSTRUCTION 3040.1A

Subj: TECHNICAL TRAINING EQUIPMENT AND TRAINING DEVICE CASUALTY  
REPORT (CASREP)

Ref: (a) NWP 1.03.1

(R)

Encl: (1) NAVEDTRACOM Casualty Category Decision Tree  
(2) NAVEDTRACOM Casualty Categories and Criteria  
(3) Sample Initial CASREP Requiring Parts  
(4) Sample CASREP Requiring Outside Assistance  
Only

1. Purpose. To promulgate requirements to the Naval Education and Training Command (NAVEDTRACOM) for submitting Casualty Reports (CASREPs) for Training Equipment (TE), Technical Training Equipment (TTE), Training Devices (TD), Training Support Equipment (TSE), Port Operations Equipment, and Ground Electronics Equipment.

2. Cancellation. CNETINST 3040.1

3. Background

a. A CASREP, as defined in reference (a), is a message report submitted by the commanding officer of a ship or shore activity when there is a significant casualty affecting equipment essential for the performance of assigned missions and tasks. The effective utilization and support of NAVEDTRACOM requires up-to-date, accurate operational equipment status from each training activity. An important part of operational status is equipment casualty information. The reporting of equipment casualties results in senior commanders and support personnel being advised of significant equipment malfunctions which may result in the command's need for technical or other assistance to correct an equipment casualty which is beyond the activity's capability to repair and/or replacement parts to correct a casualty.

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b. Training commands must be aware that alerting higher headquarters to the operational limitations of their activity, as a result of equipment casualties, is as important as expediting receipt of replacement parts and obtaining technical assistance. Training commands must not delay or withhold reports in order to artificially maintain readiness at a higher than actual level.

4. Definition of Casualty. A casualty is defined as an equipment malfunction or deficiency that cannot be corrected within 48 hours and reduces the command's ability to perform its mission, or a significant segment of its mission. Enclosure (1)

R) provides a decision matrix to assist in determining the casualty category and whether or not a casualty report is required. A hazard risk assessment should also be conducted and interim controls initiated to prevent reoccurrence.

R) 5. Types of CASREPs. NAVEDTRACOM activities use four categories of messages to report equipment casualties. Enclosure (2) provides a definition of each category. The four different types of CASREPs are INITIAL, UPDATE, CORRECT, and CANCEL. They are defined as follows:

a. INITIAL. An INITIAL CASREP identifies, to an appropriate level of detail, the status of the casualty and parts and/or assistance required to effect the repairs. This information is essential for operational and staff authorities to properly apply corrective resources in a prioritized and responsive manner.

b. UPDATE. An UPDATE CASREP contains information similar to that submitted in the INITIAL CASREP and/or submits changes to previously submitted information.

c. CORRECT. An activity submits a CORRECT CASREP (CASCOR) when equipment, which has been the subject of casualty reporting, is repaired and returned to operational condition.

d. CANCEL. An activity submits a CANCEL CASREP (CASCAN) upon commencement of an overhaul or other scheduled availability period when equipment, which has been the subject of casualty reporting, is scheduled to be repaired. Outstanding casualties that will not be repaired during such availability shall not be cancelled and shall be subject to normal follow-up casualty reporting procedures as specified.

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## 6. Action

a. TE, TTE, TD, and TSE CASREPs will be submitted by formatted message consisting of data sets. These data sets are preceded by a standard Navy message heading consisting of precedence, addressees, and classification. Reference (a) provides specific guidelines for both the message header and data sets to be used for each type of casualty reporting (INITIAL, UPDATE, CORRECT, or CANCEL). Enclosure (3) provides a sample initial CASREP requiring parts. Enclosure (4) provides a sample initial CASREP requiring outside assistance only.

b. Only one casualty initial, update, correction, or cancellation may be submitted per INITIAL, CORRECT, or CANCEL CASREP message.

c. CASREP messages from NAVEDTRACOM activities shall be submitted for action to Chief of Naval Education and Training (CNET) (OS411) and for information to Chief of Naval Operations; (R) Commander, Naval Sea Systems Command (COMNAVSEASYSKOM); Commander, Naval Air Systems Command (COMNAVAIRSYSKOM); Commander, Space and Naval Warfare Systems Command (COMSPAWARSYSKOM); Naval Air Warfare Center Training Systems Division (NAVAIRWARCEN TRASYSDIV); Naval Sea Logistics Center (NAVSEALOGCEN), Mechanicsburg (N36); Naval Inventory Control Point (NAVICP); Naval Education and Training Professional Development and Technology Center (NETPDTC) (N8612); the cognizant Fleet and Industrial Supply Center (FISC); supporting supply activity (SSA); and others as applicable from Figure 4-8 of reference (a).

(1) The appropriate aviation type commander (Chief of (R) Naval Air Training (CNATRA) and training wings) shall be included as an information addressee on all CASREP messages from training squadrons and naval air stations.

(2) Special addressees, associated with selected equipment types, are required as shown in Figure 4-8 of reference (a) and shall be included as information addressees.

(3) NETPDTC (N8613) will be included for all CASREPs pertaining to Depot Level Repairables.

(4) COMNAVSEAYSKOM (92L) will be included for all (A) CASREPs pertaining to submarine activities. COMNAVSEASYSKOM (04L1) will be included for surface activities. For all SPAWAR equipment, COMSPAWARSYSKOM (04L) will be included on all CASREPs.

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(5) The appropriate CNET code shall be included as an information addressee for all associated equipment types as follows: Officer Training (OTE), Enlisted Training (ETE), Schoolhouse Operations (SHOP), and Leadership Continuum (LEAD).

d. Each command will designate a CASREP coordinator who will develop procedures to coordinate CASREP reporting procedures within the command and to conduct liaison with CNET concerning training impact, status of repair effort, outside assistance requirements, and problem areas.

e. All CASREP-related actions will be coordinated with the supply officer to ensure the inclusion of supply information. If the SSA is a local supply department (e.g., a FISC, Naval Air Station, Naval Training Center, etc.), then all CASREPs shall also be coordinated with the SSA supply officer for additional information prior to transmittal.

f. The supply officer will ascertain status of outstanding requisitions weekly and report any changes by CASREP UPDATE. An activity shall submit an UPDATE CASREP for a casualty when any of the following criteria apply:

(1) There is a need to complete information reporting requirements or to revise previously submitted information.

(2) The casualty situation changes (e.g., the estimated repair date has changed, parts status has changed significantly, additional assistance is needed, etc.).

(3) Additional malfunctions are discovered in the same item of equipment, or

(4) All parts ordered to repair the equipment are received, or

(5) Upon receipt of any significant part or equipment. Inclusion of the date of receipt is required.

(6) Thirty days after the last report was submitted.

g. There shall only be one outstanding CASREP for each item of equipment. Additional problems or malfunctions on the same item will be reported via an UPDATE CASREP and do not require submission of a new INITIAL CASREP.

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h. Ensure the UPDATE, CORRECT, or CANCEL CASREP contains a reference line identifying the date time group of the INITIAL CASREP.

i. Remarks shall include percentage of training lost (classroom, lab, or team), course(s) affected, number of students affected, definition of the problem, action(s) taken to resolve casualty, and other amplifying information deemed necessary.

j. Ensure a point of contact with code and phone number is specified on the CASREP in the remarks field as a final entry. If CASREP is for an item supported by the Contractor Operation and Maintenance of Simulators (COMS) program, provide this contractor's point of contact. Points of contact must be knowledgeable of the CASREP being submitted in order to provide amplifying information when necessary. (R)

k. Establish a CASREP folder for each CASREP submitted. Annotate the folder with the name of the affected system/equipment and the serial number of the CASREP. Include in the folder a copy of the CASREP, all Situation Reports, and all message traffic, notes, etc., pertaining to the CASREP. File folders in serial number sequence in the supply office, readily accessible to duty personnel. (D)

7. Reports. The reporting requirement contained in this instruction is exempt from reports control by SECNAVINST 5214.2B.

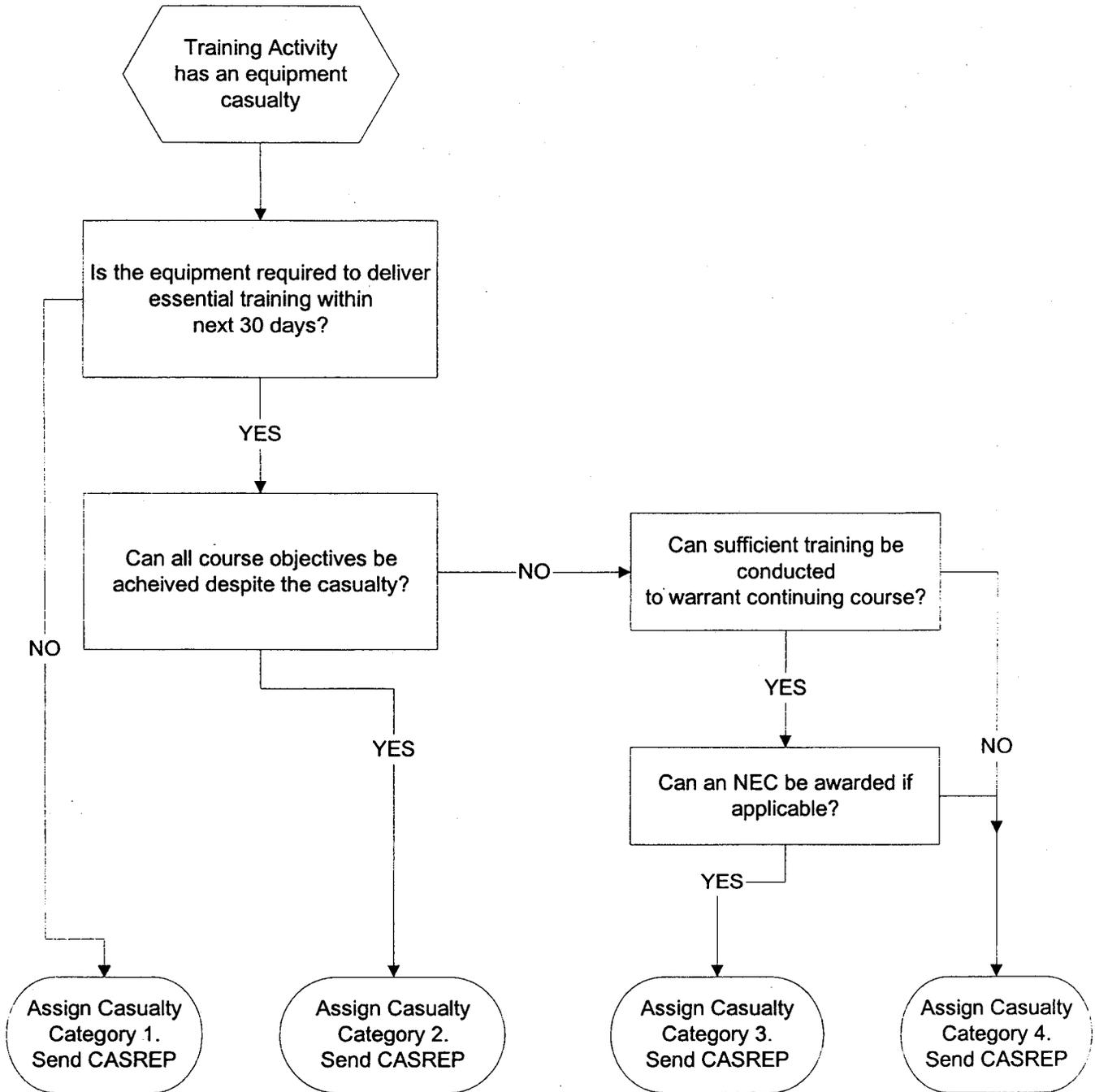
  
D. L. BREWER, III  
Vice CNET

Distribution (CNETINST 5218.2D):  
List I through V

Copy to:  
SNDL FKA1A (COMNAVAIRSYSCOM)  
FKA1B (COMSPAWARESYSCOM)  
FKA1G (COMNAVSEASYSYSCOM)  
FKM1F (SPCC)  
FKP21 (NAVSEALOGCEN)

STOCKED:  
Available from CNET web site ([www.cnet.navy.mil](http://www.cnet.navy.mil))

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NAVEDTRACOM Casualty Category Decision Tree

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CASUALTY  
CATEGORYTRAINING EQUIPMENT CASUALTY CRITERIA

- 1 Equipment casualty exists but training is not affected. No impact on training for a period in excess of 30 days (e.g., no course convened that uses the equipment). Category must be re-evaluated and reassigned to 2, 3, or 4 if impact will be experienced within 30 days.
- 2 MINOR degradation to training. Training continues and all course objectives are met as a result of rescheduling, scheduling additional shifts, use of redundant equipment, etc.
- 3 MAJOR degradation to training. All courses objectives are not being met, but sufficient training is being conducted to warrant continuing the course. An NEC may still be awarded, if applicable.
- 4 SEVERE degradation to training. Course objectives cannot be met, classes have to be canceled, or Class-convening dates must be postponed. If the course is an NEC awarding course and NECs cannot be awarded due to an inability to deliver essential training, category 4 must be assigned.

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SAMPLE INITIAL CASREP REQUIRING PARTS

R 041433Z JAN 01  
 FM NATTC PENSACOLA FL//304/30//  
 TO CNET PENSACOLA FL//OS411/ETE321/SHOP//  
 INFO CMC WASHINGTON DC//APC-5//  
 CNO WASHINGTON DC//N789/N785F//  
 COMNAVAIRSYSCOM PATUXENT RIVER MD//PMA205/PMA2134//  
 COMNAVSUPSYSCOM MECHANICSBURG PA//03//  
 COMNAVSEASYSYSCOM WASHINGTON DC//043//  
 COMSPAWARSYSCOM SAN DIEGO CA//PMW166//  
 NASEALOGCEN MECHANICSBURG PA//N36//  
 NAVICP MECHANICSBURG PA//1011/0583M/05611/05614//  
 NETPDTG PENSACOLA FL//N8613//  
 SPAWARSYSCEN CHARLESTON SC//311//  
 SPAWARSYSCEN SAN DIEGO CA//D336M//

BT

UNCLAS //N04700//  
 MSIGD/CASREP/NATTC PENSACOLA FL/661//  
 POSIT/NAS PENSACOLA FL/041433ZJAN01//  
 CASUALTY/INITIAL-01001/ANTSQ-131 SER NO B4/EIC:PJ20000.CAT:2//  
 PARTSID/APL:39053728CL/CID:1A1A2/JCN:630938OUR0864  
 PARTSID/APL:39053728CL/CID:1A2A7/JCN:630938OUR0860  
 PARTSID/APL:00004610 /CID:2A2A2A4/JCN:630938OUC0605  
 TECHPUB/EE005-DM-OMI-010/AN-TSQ-131//  
 1PARTS  
 /DL/NATIONAL STOCK NO./RQD/COSAL/ONBD/CIRCUIT  
 /01/7E7025-01-194-3909/001/000/000/VIDEO AMP CARD  
 /02/7E6110-01-190-9330/001/000/000/POWER CONDITIONER  
 /03/7E5998-01-212-9102/001/000/000/FIELD TELEPHONE INTERFAC CARD  
 MILSTRIP/DL/DOCUMENT ID /QTY/PRI/RDD/ACTIVITY/REQUISTION STATUS  
 /01/N68322-1002-W680 /001/03/999/BB N35  
 /02/N68322-1002-W681 /001/03/999/BB N35  
 /03/N68322-1002-W682 /001/03/999/BB N35  
 RMKS/1. ANTSQ, SER NO B4 IS PMC DUE TO MULTIPLE FAILED  
 COMPONENTS.

2. COURSE CIN (C-103-2093) NO CLASS IS CURRENTLY IN SESSION.  
 NEXT CLASS CONVENES ON 11JAN01.
3. NAVICP MECHANICSBURG PA POC MR WOODY BAKER DSN 430-1584.  
 POC THIS COMMAND IS CWO4 YOUNG E-MAIL  
 CWO4.A.YOUNG(ATSIGN)CNET.NAVY.MIL OR MSGT CUTRIGHT AT DSN 922-  
 7028.//

BT

Enclosure (3)

SAMPLE CASREP REQUIRING OUTSIDE ASISTANCE ONLY

R 052200Z JAN 01  
 FM FLEASWTRACEN SAN DIEGO CA//N2/N2E//  
 TO CNET PENSACOLA FL//OS411/SHOP/ETE/LEAD/OTE//  
 NAVSEALOGCEN MECHANICSBURG PA/N30/N36//  
 NAVSURFWARCENDIV DAHLGREN VA//N64/N07//  
 INFO CNO WASHINGTON DC//N43/N433/N7/N86/N869//  
 COMNAVSEASYS COM WASHINGTON DC//04-PT//  
 PEO MUW WASHINGTON DC//PMS411//PMS411L/PMS411E//  
 COMSPAWARSYS COM SAN DIEGO CA//JJJ//  
 NAVUNSEAWARRCENDIV KEYPORT WA//JJJ//  
 NAVICP MECHANICSBURG PA//1011/05834Q/056111//  
 NETPDC PENSACOLA FL//07/073/N8613//  
 FTSCCLANT NORFOLK VA//4334/4335//  
 FTSCPAC SAN DIEGO CA//210/211//

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UNCLAS

MSGID/CASREP/FLEASWTRACEN/002//  
 POSIT/SAN DIEGO CA//  
 REF/CASREP/FLEASWTRACEN/252210Z OCT 00//  
 CASUALTY/UPDATE-05-00055/AN-UYK-43 DPS/EIC: QKOG000/CAT:2//  
 ESTIMATE/052359ZFEB01/SUCCESSFUL TECH ASSIST FROM NSWC DAHLGREN//  
 ASSIST/TECHNICAL/SAN DIEGO//  
 AMPN/REQ ON-SITE TECH ASSIST FROM NSWC DAHLGREN TO RESOLVE  
 SOFTWARE AND CONFIGURATION MANAGEMENT (CM) ISSUES.  
 ASSIST/OTHER/-//  
 AMPN/REQ NAVSEALOGCEN MECHANICSBURG FUND REQUIRED TECH ASSIST BY  
 NSWC DAHLGREN TECH REPS.  
 PARTSID/APL:00024546FA/JCN:00948-OE01-0384//  
 TECHPUB/SE610-NV-NMO-A10//  
 RMKS/1. (A) ALL LAB HARDWARE PROVEN OPERATIONAL USING MOD 7-0,  
 BUILD 9E SOFTWARE (PATCHES A THROUGH D INSTALLED). MOD 7-3,  
 BUILD 9E NAD BUILD 10A DISK PACKS BUILT LOCALLY WILL LOAD BUT  
 FREEZES AFTER APPROX 2 MINUTES. "4" STOP WAS DISPLAYED ON THE  
 DPS WHEN THE PROGRAM FROZE. ALL APPLICABLE DATA WERE RELAYED TO  
 NSWC DAHLGREN AS REQUESTED. MOD 7/3 BUILD 9E AND OR BUILD 10A  
 ARE THE REQUIRED SOFTWARE TO RUN IN THE LAB IOT SUPPORT CURRENT  
 CURRICULM.  
 (B) LIASION BETWEEN LOCAL TECHS, FTSCPAC REPS, NSWC DAHLGREN  
 REPS AND DAHLGREN, AN ON-SITE TECH ASSIST BY NSWC DAHLGREN REPS  
 IS REQUIRED TO FIX SOFTWARE ISSUE (S) AND TO BUILD THE PROPER  
 OPERATIONAL SOFTWARE REQUIRED TO SUPPORT THE LAB AND THE SCHOOL

Enclosure (4)

HOUSE CURRICULM.

2. REQ NAVSEALOGCEN MECHANICBURG PROVIDE FUNDING IN ORDER TO OBTAIN REQUIRED TECHNICAL ASSISTANCE FROM NSWC DAHLGREN REPRESENTATIVES.

3. SUPPLEMENTAL INFO:

A. TRAINING IMPACT: SYSTEM IS 100 PERCENT OPERATIONAL FOR MAINT COURSES BUT HIGHLY DEGRADE FOR OPS COURSE.

B. REDUCTION IN NUMBER OF GRADUATES PER CLASS: NONE, NGP (MT1) LAB ABLE TO SUPPORT ONGOING CLASSES ATT.

C. PERCENTAGE OF TRAINING DEGRADED: 50 PERCENT FOR OPS TRAINING.

D. SYSTEM IMPACT: MK-116 MOD 7/3 (MT2) LAB INOP.

E. COURSES IMPACTED: K-130-1149

F. OVERHAUL SCHEDULE: NONE

G: ALTERNATE METHOD OF TRAINING WHILE SYSTEM IS CASREP: MK116 NGP (MT1) LAB FULLY OPEARTIONAL.

H. POC: STGC (SW) ROBINSON (N2E1), DSN 524-5705.

EMAIL: STGC-CRAIG.W.ROBINSON "AT" CNET.NAVY.MIL

I. CASREP COORDINATOR: LT. DUARTE (N2E), DSN 524-0527.//

EMAIL: LT-ARNEL.M.DUARTE"AT"CNET.NAVY.MIL

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