NETCINST 3040.1A
N4
26 Aug 2021

NETC INSTRUCTION 3040.1A

From: Commander, Naval Education and Training Command

Subj: TECHNICAL TRAINING EQUIPMENT AND TRAINING DEVICE CASUALTY
       REPORT

Ref: (a) NWP 1.03.1

Encl: (1) NETC Casualty Category Decision Tree
       (2) NETC Casualty Categories and Criteria

1. Purpose. To promulgate requirements across the Naval
Education and Training Command (NETC) enterprise for submitting
Casualty Reports (CASREP) on Training Equipment (TE), Technical
Training Equipment (TTE), Training Devices (TD), Training Unique
Equipment (TUE), Training Support Equipment (TSE), Port
Operations Equipment, and Ground Electronics Equipment.

2. Cancellation. NETCINST 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 training
activities in the NETC enterprise requires up-to-date, accurate
operational equipment status from each command. 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 site's capability to repair and/or
replacement parts not available to correct a casualty.

    b. Commands must be aware that alerting higher authority 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. Commands must not delay or withhold reports in order to artificially maintain readiness at a higher level than actually exists.

4. <u>Definition of Casualty</u>. 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, and cannot be corrected or adequately accommodated locally by rescheduling or double-shifting lessons or classes. Enclosure (1) provides a decision matrix to assist in determining the casualty category. A hazard risk assessment should also be conducted and interim controls initiated to prevent reoccurrence.

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

    b. <u>UPDATE</u>. An UPDATE CASREP contains information similar to that submitted in the INITIAL CASREP. However, an UPDATE CASREP provides current status of ongoing efforts and/or submits changes to previously submitted information.

    c. <u>CORRECT</u>. An activity submits a CORRECT CASREP when equipment, which has been the subject of casualty reporting, is repaired and returned to operational condition.

    d. <u>CANCEL</u>. An activity submits a CANCEL CASREP 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 will not be cancelled and will be subject to normal follow-up casualty reporting procedures as specified.

6. Action

    a. TE, TTE, TD, TUE, 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).

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

    c. CASREP messages from NETC training activities (with the
exception of Depot Level Repairables (DLR) identified below)
will be submitted for action to NETC N4 and N7 and for
information to Chief of Naval Operations; Commander, Naval Sea
Systems Command (COMNAVSEASYSCOM); Commander, Naval Air Systems
Command; Commander, Naval Information Warfare Systems Command
(COMNAVWARSYSCOM); Naval Air Warfare Center Training Systems
Division; Naval Sea Logistics Center, Mechanicsburg (0437);
Naval Inventory Control Point; Naval Education and Training
Professional Development Center (NETPDC) (N8612); the cognizant
Fleet and Industrial Supply Center (FISC); Supporting Supply
Activity (SSA); and others as applicable from Figure 4-8 of
reference (a). In the event the CASREP affects accessions
training activities, Naval Service Training Command must be
included as an information addressee.

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

        (2) All DLR requisitions will be submitted via CASREP
for action to NETPDC N8613. NETC N4 and N7 will be included for
information on all CASREPs pertaining to DLRs.

        (3) COMNAVSEASYSCOM (07L) and (PMS 392) will be included
for all CASREPs pertaining to submarine activities. For all
NAVWARSYSCOM equipment, COMNAVWARSYSCOM (O4L) will be included.

    d. Each command will designate a CASREP Coordinator who
will develop procedures to coordinate CASREP reporting

procedures within the command's respective Learning Sites and to liaise with NETC 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 will 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 UPDATE CASREP. An activity will 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, or additional assistance is needed, etc.).

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

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

(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 will 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.

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

i. Remarks will 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 (POC) 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 program, provide the contractor's POC as well as the on-site government Contracting Officer's Representative. POCs must be knowledgeable of the CASREP being submitted in order to provide amplifying information when necessary.

k. Establish a CASREP data file to include each CASREP submitted. Minimum data required include: name of the affected system/equipment, serial number of the CASREP, a copy of the CASREP, all Situation Reports, message traffic, notes, etc., pertaining to the CASREP. Data files must be in serial number sequence and maintained in the supply office, readily accessible to duty personnel.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of

the Navy, and Navy policy and statutory authority using OPNAV
5215/40 (Review of Instruction). This instruction will be in
effect for 10 years, unless revised or cancelled in the interim,
and will be reissued by the 10-year anniversary date if it is
still required, unless it meets one of the exceptions in
OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction
is no longer required, it will be processed for cancellation as
soon as the need for cancellation is known following the
guidance in OPNAV Manual 5215.1 of May 2016.

9. <u>Information Management Control</u>. The reporting requirement
contained in this instruction is exempt from reports control by
SECNAVINST 5214.4, Department of the Navy Information Management
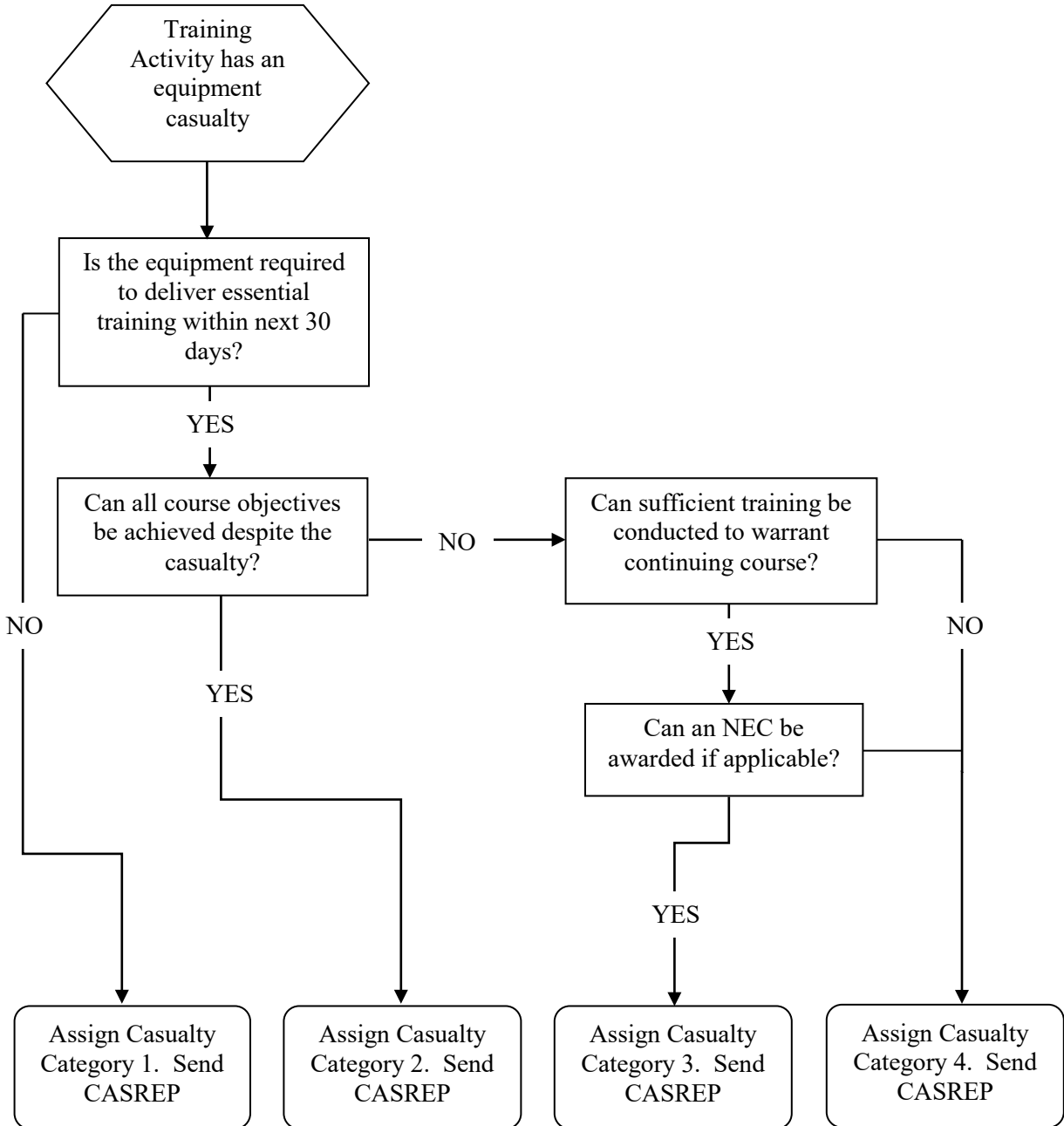Control Program.

K. BECK
Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available
electronically on the NETC Public Website (www.netc.navy.mil),
via the NETC Reference Library in DON TRACKER, or by email at
netc_directives@navy.mil.

NETC CASUALTY CATEGORY DECISION TREE

NETC CASUALTY CATEGORIES AND CRITERIA

**CASUALTY
CATEGORY**   **TRAINING 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 reevaluated
                 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 course
                 objectives are not being met, but sufficient
                 training is being conducted to warrant continuing
                 the course. A Navy Enlisted Classification (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 a NEC-awarding course and NECs cannot be
                 awarded due to an inability to deliver essential
                 training, category 4 must be assigned.