

## EXPLANATION OF FORMATE OF CASREPTS AND SITREPTS

**ALFA:** IDENTIFICATION OF MAJOR SYSTEM, SUBSYSTEM, OR EQUIPMENT INVOLVED, WITH EQUIPMENT IDENTIFICATION CODE (EIC), IF KNOWN AND INCLUDING ALLOWANCE PARTS LIST/COMPONENT IDENTIFICATION NUMBER AND BUREAU INSTRUCTION BOOK NUMBER WITH BRIEF DESCRIPTIVE TERM RELATIVE TO EXTENT OF CASUALTY.

**BRAVO:** THE CASUALTY EFFECT IS TO BE MEASURED AGAINST THE MISSION. THE ABILITY TO PROCEED ON PRESENT ASSIGNMENT USING THE FOLLOWING:  
C-2 (COMBAT READY) - CAPABILITY OF EXECUTING ASSIGNED COMBAT MISSIONS NOT SEVERELY LIMITED BY CASUALTY.  
C-3 (COMBAT READY) - CAPABILITY OF EXECUTING ASSIGNED COMBAT MISSIONS SEVERELY LIMITED BY CASUALTY.  
C-4 (NOT COMBAT READY) - UNABLE TO EXECUTE ASSIGNED COMBAT MISSIONS.

**CHARLIE:** IF NO EXTERNAL SERVICES OR PARTS ARE REQUIRED, ESTIMATED TIME OF COMPLETION OF REPAIRS; WHERE EXTERNAL SERVICES OR PARTS ARE REQUIRED, GIVE BEST ESTIMATE OF TIME COMPLETION UPON RECEIPT OF SERVICES OR PARTS. DO NOT REPORT TIME OF COMPLETION AS "UNKNOWN".

**DELTA:** BRIEF DESCRIPT OF EXTENT OF MATERIAL DAMAGE AND/OR PERSONNEL INJURY IMMEDIATELY APPARENT.

**ECHO:** CAUSE, IF KNOWN. IF THE CASUALTY IS THE RESULT OF STORM OR HEAVY WEATHER DAMAGE, COLLISION, GROUNDING, FIRE, FLOODING, OR PERSONNEL FAILURE, INCLUDE BRIEF DESCRIPTION. CASREPT REPORTING STORM OR TYPHOON DAMAGE SHALL INCLUDE THE DESCRIPTIVE TERM, "STORM DAMAGE" OR "TYPHOON DAMAGE", AS THE FIRST TWO GROUPS IN CATEGORY ECHO, FOLLOWED BY SUCH PERTINENT DATA AS MAY BE APPROPRIATE. FOR COLLISION AND GROUNDINGS, INCLUDE EXACT NAVIGATIONAL POSITION OF THE INCIDENT.

**FOXTROT:** WHEN CASUALTY RESULTS FROM FAILURE OF EQUIPMENT, REPORT THE FOLLOWING, IF READILY AVAILABLE:  
1. IDENTITY OF ITEM THAT FAILED (STOCK NUMBER, PART OR DRAWING NUMBER AND/OR DESCRIPTIVE NOMENCLATURE AS NECESSARY TO ENSURE POSITIVE IDENTIFICATION).  
2. WHETHER OR NOT ITEM ON BOARD.  
3. WHETHER OR NOT ITEM ON ALLOWANCE LIST.

**GOLF:** SUCH OTHER INFORMATION OF IMMEDIATE VALUE AS MAY BE CONSIDERED APPROPRIATE, INCLUDING THE FOLLOWING, IF KNOWN:  
1. WHEN THE CASUALTY IS JUDGED TO BE THE RESULT OF DEFERRAL OF WORK - REPORT IDENTITY OF WORK REQUEST.  
2. WHEN THE EQUIPMENT SUSTAINING THE CASUALTY HAS BEEN RECENTLY OVERHAULED (NORMALLY WITHIN THE LAST YEAR) BY A REPAIR ACTIVITY - REPORT IDENTITY OF WORK REQUEST AND NAME OF REPAIR ACTIVITY.  
3. WHEN REPAIR PARTS ARE NOT ON BOARD - REPORT REQUISITION NUMBER, PRIORITY, AND PRESENT HOLDER OF REQUISITION.

**HOTEL:** SHIPS PRESENT POSITION. ALSO INCLUDE LOCATION AND TIME ~~OF~~ AT WHICH ANY REQUESTED REPAIR PART OR ASSISTANCE SHOULD BE FURNISHED, IF APPROPRIATE. LOCATION MAY BE THE NAME OF A PORT, OR GEOGRAPHICAL REFERENCE POSITION IF AT SEA.