



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 3100.6
N37

25 APR 2016

NAVSUPPACT NAPLES INSTRUCTION 3100.6

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIR) AND
SIGNIFICANT EVENT REPORTING

Ref: (a) OPNAVINST F3100.6J
(b) OPNAVINST 5100.23G
(c) CNICINST 5214.1A
(d) CNICINST 1752.2A
(e) DoD Instruction 6200.03 Change 2 of 2 October 2013

Encl: (1) Voice Report Template
(2) E-mail Report Template
(3) NAVSUPPACT Naples CCIR Reporting Matrix, CAT I
Immediate Notification
(4) NAVSUPPACT Naples CCIR Reporting Matrix, CAT II
Priority Notification
(5) NAVSUPPACT Naples CCIR Reporting Matrix, CAT III
Priority Notification
(6) Commander's Critical Information Requirements (CCIR)
and Significant Event Reporting Format

1. Purpose. Provide guidance to the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Command Duty Officer (CDO) and other designees on events requiring notification to the Installation Commanding Officer (ICO), NAVSUPPACT Naples, Commander, Navy Region Europe, Africa, Southwest Asia (CNREURAFSWA) and Commander, Naval Installations Command (CNIC) leadership.

2. Policy. This instruction provides standing guidance and direction for the NAVSUPPACT Naples CDO and command leadership during normal operations onboard NAVSUPPACT Naples Installations. The CDO is the direct representative of the ICO and supports all NAVSUPPACT Naples assets and tenant organizations to ensure the protection of life and property from the threat of terrorism, crime, fires, natural or man-made disasters and other emergencies.

3. Background

a. Reference (a) establishes the requirement to operate a Navy event notification system. Reference (b) delineates specific safety related event reporting requirements. Reference (c) is the CNIC CCIR reporting requirements guidance.

b. NAVSUPPACT Naples comprises six installation within its area of responsibility (AOR) and shall provide timely situational awareness reports to CNREURAFSWA, CNIC and tenant command leadership regarding significant events. This reporting promotes awareness and supports local and regional decision making.

c. CCIRs are key elements of information required by the Commander. CCIRs are sub-categorized for reporting purposes into two categories, CAT I (immediate voice report and e-mail) and CAT II (immediate e-mail). E-mail reports must be timely and provide a complete situational picture as soon as possible shown in enclosure (2). CCIR Significant Event Reports should include who, what, when, where, and why in a standard format shown in enclosure (6). The need to obtain complete information must be balanced with the timeliness of the report. Amplifying information must include ongoing actions and impact to mission. CCIRs may be added and/or modified during contingencies or emergent events which normally require information specific to the event.

d. All tripped CCIRs will be reported as events or activities occur, and as requested by CO, NAVSUPPACT Naples, CNREURAFSWA Regional Operation Center (ROC), Commander, U.S. SIXTH Fleet (C6F) Maritime Operation Center and/or CNIC.

e. This instruction does not cover every possible event requiring notification. NAVSUPPACT Naples leadership and watchstanding shall use sound judgment to accurately document events and make appropriate notifications when required. When determining precedence, the following should be considered:

(1) Does the information/event meet the requirements for reporting per references (a) through (c) or require an Urgent Notice via Command, Control, Communications, Computers and Intelligence (C4I) Portal?

(2) Does the information/event meet a NAVSUPPACT Naples CCIR?

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(3) Does the information/event affect the mission of NAVSUPPACT Naples, CNREURAFSWA, CNIC, C6F, or any other tenant organization?

(4) Does the event or information reflect negatively on the Navy, NAVSUPPACT Naples, or tenant command?

(5) What is the potential for media interest? (Consult with NAVSUPPACT Naples Public Affair Officer as required)

(6) What do I know and who else needs to know?

(7) Any time the CDO receives a significant report that is not outlined in the guidance or references within this instruction, the CDO shall provide who, what, when, where, and why in a standard format by voice report or email to the Operations Officer (OPSO), Security Officer (SECO), and Executive Officer (XO), requesting further clarification and guidance prior to the release of any SITREP.

4. Responsibilities. The NAVSUPPACT Naples OPSO is responsible for ensuring this instruction is reviewed annually in its entirety and updated as required.

a. A primary responsibility of the CDO and NAVSUPPACT Naples, Emergency Management staff is to ensure timely notification of all incidents (e.g., terrorist attacks, explosive events, natural disasters, severe weather or other events impacting operations or the NAVSUPPACT Naples supported community).

b. The Senior Watch Officer (SWO) is responsible for training CDOs and all watch standers on the execution and implementation of this instruction. The NAVSUPPACT Naples will coordinate with CNREURAFSWA SWO for any changes to Headquarter CCIR requirements and will report necessary modifications to the OPSO and XO.

c. The CDO is responsible for reporting Category (CAT) I CCIRs to the CO, NAVSUPPACT Naples or designee, XO, OPSO, SECO then CNREURAFSWA ROC. As such, a copy of this instruction and the CCIR reporting matrix will be maintained in both the CDO binder, and Emergency Operation Center (EOC) Standard Operating Procedure (SOP) binder.

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5. Reporting Requirements

a. CAT I CCIRs (Immediate). The CDO will immediately report, without delay, and regardless of the hour, the CCIRs defined in this paragraph by voice report to the CNREURAFSWA ROC. The telephone contact number for the ROC is DSN: 626-1982, or commercial 081-568-1982. Initial voice reports are followed by an e-mail, sent with minimal delay. The baseline e-mail distribution includes the CNREURAFSWA ROC (CNRNURASWA_ROC(at)eu.navy.mil), CO, XO, Command Master Chief (CMDCM), OPSO, SECO, and EMO NAVSUPPACT Naples. Others may be added as the situation dictates. For the CCIR voice report template, see enclosure (1). For the CCIR e-mail report template, see enclosure (2). For the NAVSUPPACT Naples CAT I reporting matrix, see enclosure (3).

(1) Installation Attack or Active Shooter. Indications of an impending or actual attack against NAVSUPPACT Naples and any installations within its AOR. Confirmed or unconfirmed active shooter.

(2) A ship, submarine, or aircraft mishap that occurs on NAVSUPPACT Naples installations or within the AOR.

(3) Deadly Force. Any use of deadly force by security personnel on NAVSUPPACT Naples installations or within the AOR.

(4) Major Disaster. A major natural, or man-made disaster on, or immediately threatening, NAVSUPPACT Naples installations or within the AOR that results in major property damage, significant mission degradation or requires immediate reaction by NAVSUPPACT Naples within the AOR. Examples include earthquake, fire, flooding, hazardous material (hazmat) release, pandemic situation, sortie of assets for emergency evacuation.

(5) U.S. Consulate Naples Relocation. Commencement of relocation by U.S. Consulate Naples personnel to NAVSUPPACT Naples or any installations within the AOR, for any reason.

(6) Critical Injuries or Loss of Life to NAVSUPPACT Naples community members within the AOR. Any death, critical injury, or resuscitation attempt that involves Navy military personnel ashore, their dependents, NAVSUPPACT Naples tenant commands, installation civilian or contract personnel, as well

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as any civilian death on or off an installation with the following caveat: Reports are NOT required if death, injury or resuscitation attempt involves either natural causes or war-related injuries while hospitalized.

(7) Environmental issues. Oil spills of any size in the water, of significant size on land (greater than 110 gallons/416 Liters), hazardous material spill, or radiological or biohazard incident on, or adjacent to NAVSUPPACT Naples installations within the AOR.

(8) Precautionary Changes in Volcanic (Mount Vesuvius and Campi Flegrei) Alert Levels. Any increases in the Italian Civil Protection Agency alert level declaration(s).

(9) Public Health Emergency and/or case(s) of quarantinable disease affecting personnel within NAVSUPPACT Naples installation within the AOR.

b. CAT II CCIRs (immediate email). E-mail reports should be timely and provide a complete situational picture. However, the need for complete information must be balanced with timeliness of the report. Amplifying information must include ongoing action and impact to mission. The e-mail distribution includes the CNREURAFSWA ROC, CO, XO, CMDCM, OPSO, SECO, and EMO NAVSUPPACT Naples, and approved internal NAVSUPPACT Naples N-Codes. For the CCIR e-mail report template, see enclosure (2). For the NAVSUPPACT Naples CAT II reporting matrix, see enclosure (4).

(1) Media Interest. Incidents involving NAVSUPPACT Naples installations or personnel within the AOR that have, or are anticipated to generate negative national media coverage, could cause significant damage (bomb threats/suspicious packages, etc.), embarrassment to the Navy, or will generate higher level leadership interest.

(2) Force Protection Condition (FPCON) Change or Attainment. FPCON change or direction to significantly change in security posture on NAVSUPPACT Naples installations within the AOR excluding exercises or installation training FPCON changes.

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(3) Operational Surveillance. Reports of operational surveillance of NAVSUPPACT Naples installation facilities or personnel confirmed by Naval Security Forces through official dispatching or investigation.

(4) Significant Damage. Any incident causing significant damage (\$100,000 or more) on NAVSUPPACT Naples installations within the AOR.

(5) Unauthorized Access. Any attempt to gain unauthorized access to NAVSUPPACT Naples installations within the AOR involving potential criminal or terrorist threat.

(6) Non-emergent Requests for Services (RFS) or Requests for Information (RFI) from a shore installation or operational customer.

(7) Unscheduled Service Interruption. Any incident or condition that causes, or could likely have, a service interruption or disruption to normal installation activity to include One-Net services or software, or support services to include power, water, use of a building or housing, C4I outage, etc. of greater than one hour.

(8) EOC Stand-Up. Any incident likely requiring the stand-up of the NAVSUPPACT Naples EOC, or the evacuation of any NAVSUPPACT Naples installation within the AOR, excluding routine fire alarms.

(9) Mutual Aid. Significant mutual aid events involving search and rescue and/or Navy Fire and Emergency Services. Criteria also include significant fire or medical response occurring outside any NAVSUPPACT Naples installation fence-line in which Fire and Emergency Services personnel provide assistance.

(10) Earthquake Notification. An earthquake that occurs in the NAVSUPPACT Naples AOR that is 2.5 or greater on the Richter scale, or causes damage to facilities and/or infrastructure.

(11) Non-Hostile Gate Runner/Suspicious Package. Non-Hostile gate runner, non-hostile port security breach, unsubstantiated threats against NAVSUPPACT Naples or personnel and suspicious packages.

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(12) Force Protection Reduction in Readiness. Significant degradation or reduction in readiness of NAVSUPPACT Naples installations within the AOR affecting the ability to satisfy current force protection mission requirements (e.g degradation of Entry Control Point bollards, or loss of handheld scanner capability at an ECP).

(13) Civil Disturbances. Civil disturbances directed at, or in the vicinity of NAVSUPPACT Naples installations or within the AOR.

(14) Network Intrusion. The detection or discovery of any significant intrusion into a classified or unclassified computer network at NAVSUPPACT Naples installations.

(15) CCIR Change. Changes in either the CNREURAFSWA or NAVSUPPACT Naples CCIR and/or other significant events listing.

c. CAT III CCIRs (Routine). Refer to Enclosure (5) for listing and required notifications.

6. Forms and Reports. The C4I Suite Operating Guidelines are available on the C4I Suite at:
<https://c4isuite.atfp.cnic.navy.it>.



D. W. CARPENTER

Distribution:
NAVSUPPACT NAPLES INST 5216.4BB
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
<https://www.cnic.navy.mil/Naples/About/Departments/Administratio n/AdministrativeServices/Instruction/index.htm>

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VOICE REPORT TEMPLATE

Good (Morning/Afternoon/Evening) (CO, XO Designee)

This is _____, Command Duty Officer (CDO).
(Rank & Name)

I am calling to report CCIR number_____, Subject _____

Report (brief description of incident (who, what, when, where, mission impact, likelihood of press interest (DO NOT INCLUDE CLASSIFIED INFORMATION)):

**CNREURAFSWA Regional Operations Center (ROC) Phone Number:
DSN 626-1982; Commercial 081-568-1982**

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EMAIL REPORT TEMPLATE

Subject: CCIR Number _____, Type of Report: _____
OPREP-3 NB, phone call,
e-mail, etc.)

BLUF: (Provide brief one sentence summary of event)

Details: Give a brief description of the incident. Include pertinent details such as who, what where, when, mission impact, likelihood of press interest and any action taken by originator or NAVSUPPACT Naples Departments or agencies. **DO NOT INCLUDE CLASSIFIED INFORMATION.**

CNREURAFSWA IMPACT: Describe action taken, if no impact to NAVSUPPACT Naples or Installations within its area of responsibility, state "**NONE - PROVIDED FOR SITUATIONAL AWARENESS ONLY.**"

<p>CNREURAFSWA Regional Operations Center (ROC) email address: CNREURAFSWA_ROC@eu.navy.mil</p>
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**NAVSUPPACT NAPLES CCIR REPORTING MATRIX
CAT I IMMEDIATE NOTIFICATION**

CCIR Number	CCIR NUMBER & SUBJECT	CO/XO Voice Report	ROC Voice/Email Report	OPREP 3 Report
5.a.1	Installation Attack/ Active Shooter	X	X	X
5.a.2	Aircraft, Ship, or Submarine (Class A or B) if known	X	X	X
5.a.3	Deadly Force	X	X	X
5.a.4	Major Disaster	X	X	X
5.a.5	U.S. Consulate Naples Relocation	X	X	X
5.a.6	*Critical Injuries or Loss of Life	X	X	X*
5.a.7	Environmental Issues	X	X	X
5.a.8	Precautionary Changes in Volcanic (Mount Vesuvius and Campi Flegrei) Alert Levels	X	X	X
5.a.9	Force Protection Reduction in Readiness	X	X	X
5.a.10	Public Health Emergency	X	X	X

*Note: CDO will report to CO/XO and ROC regardless. This applies to MIL/CIV/LN employees.

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**NAVSUPPACT NAPLES CCIR REPORTING MATRIX
CAT II PRIORITY NOTIFICATION**

CCIR Number	CCIR NUMBER & SUBJECT	CO/XO Voice Report	ROC Voice/Email Report	OPREP 3 Report
5.b.1	Media Interest	X	X	X
5.b.2	FPCON Change	X	X	X
5.b.3	Operational Surveillance	X	X	X
5.b.4	Significant Damage	X	X	X
5.b.5	Unauthorized Access	X	X	X
5.b.6	Non-Emergent RFS/RFI	X	X	
5.b.7	Unscheduled Service Interruption	X	X	
5.b.8	EOC Stand-Up	X	X	
5.b.9	Condition Change	X	X	
5.b.10	Mutual Aid	X	X	
5.b.11	Earthquake Notification	X	X	X
5.b.12	Non-Hostile Gate Runner/ Suspicious Package	X	X	X
5.b.13	Force Protection Reduction in Readiness	X	X	X
5.b.14	Civil Disturbance	X	X	X
5.b.15	Network Intrusion	X	X	X
5.b.16	CCIR Change	X	X	

**NAVSUPPACT NAPLES CCIR REPORTING MATRIX
 CAT III ROUTINE NOTIFICATION**

CCIR Number	CCIR NUMBER & SUBJECT	Voice Report	Email Report	OPREP 3 REPORT
5.c	Armed Robbery Committed by USN Personnel	X	X	X
5.c	Arrest of USN Personnel	X	X	X
5.c	Arrest of USN Personnel, with media interest	X	X	X
5.c	Assault	X	X	X
5.c	Assault and Battery	X	X	X
5.c	Burglary by USN Personnel	X	X	X
5.c	Child Abuse	X	X	X
5.c	Child Neglect	X	X	X
5.c	Child Pornography	X	X	X
5.c	Death of a Retiree	X	X	
5.c	Demonstration / Protest	X	X	
5.c	Destruction of Government Property	X	X	X
5.c	Domestic Violence	X	X	X
5.c	Driving Under the Influence	X	X	X
5.c	Drugs	X	X	X
5.c	EEO Complaints	X	X	X
5.c	Government Vehicle Accident	X	X	X
5.c	Hazing	X	X	X

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NAVSUPPACT NAPLES CCIR REPORTING MATRIX
 CAT III ROUTINE NOTIFICATION (cont'd)

CCIR Number	CCIR NUMBER & SUBJECT	Voice Report	Email Report	OPREP 3 REPORT
5.c	Indecent Assault	X	X	X
5.c	Installation Closure / Reduced Manning	X	X	X
5.c	Medical Illness (when directed to report)	X	X	X
5.c	Murder, Committed by USN Personnel	X	X	X
5.c	Negligent Discharge	X	X	X
5.c	Public Intoxication	X	X	X
5.c	Rape, Committed by USN Personnel	X	X	X
5.c	Rape, USN Person Victim	X	X	X
5.c	Sexual Assaults	X	X	X
5.c	Sexual Harassment	X	X	X
5.c	Suicidal Gestures	X	X	X
5.c	Suicide	X	X	X
5.c	Suicide Attempt	X	X	X
5.c	Underage Drinking	X	X	X
5.c	Warrants, Arrest	X	X	X

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**COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIR) AND
SIGNIFICANT EVENT REPORTING FORMAT**

Line 1: 'Region where incident occurred'
 Line 2: 'Date and time BWC received message (DO MMM YY TTTT
 'Report type (Voice, SITREP, etc)'
 Line 3: 'Incident Title' CCIR #(utilized enclosure (3) through (5) of
 this instruction)
 Line 4: 'Command reporting incident'/'Location of incident
 (city/state, country as needed)'/ 'Method report received
 (Email, C4I, Phone, SITREP)'
 Line 5: (blank line)
 Line 6: Update #: (as needed)
 Line 7: (blank line)
 Line 8: From 'Report source (MSG, C4I, Phone, etc)' DTG 'DTG of
 initial report': " 'Narrative cut and paste (this shall not
 be altered from original report except to omit PII, LE or
 HIPA- sensitive info)' "
 Line 9: (blank line)
 Line 10: Amplifying information (as needed)

EXAMPLE:

Line 1: CNREURAFSWA
 Line 2: 08 SEP 11 0429 EDT (VOICE REPORT)
 Line 3: MUTUAL AID (CCIR# 5.b.10)
 Line 4: NAVSUPPACT NAPLES IT/MOUNT VESUVIUS
 Line 5:
 Line 6: Update 1: At approximately 0716 EDT, it was reported that the
 HS-1 helo was back on deck. The helo mission located the injured
 hiker but was unable to rescue the individual due to a stabilizer
 issue. Final report this incident.
 Line 7:
 Line 8: From phone report 071330Z SEP 11, On 07 SEP 11, at
 approximately 2228 EDT, NAVSUPPACT NAPLES dispatched SAR helo for a
 hiker on Mount Vesuvius off the Cascade Mountain range. The hiker was
 at 8700 feet and had fallen 60 feet. The hiker's partner walked
 5 hrs to report the incident, and indicated the hurt hiker had a
 broken shoulder, a possible broken leg, and was bleeding from the
 head. Ground crews will rescue the hiker in the morning. Update to
 follow.
 Line 9:
 Line 10: Amplifying Information:
 -Victim: Male civilian (age unknown)
 -Media Interest: Local media