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NAVSUPPACTNAPLESINST 3301.1A
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NAVSUPPACT NAPLES INSTRUCTION 3301.1A

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

Subj: NAVSUPPACT NAPLES DRILL PROCEDURES

Ref: (a) OPNAVINST 3500.39D, Operational Risk Management
(b) CNIC M-3502.2 CH-2, Navy Security Force Training Manual
(c) CNIC M-3501.1A, Commander, Navy Installations Command Shore Training Manual
(d) GENADMIN R 171957Z JAN 2025

Encl: (1) CNIC UNIT LEVEL TRAINING EVENT CARD

1. Purpose. To establish Standard Operating Procedures (SOP) for the Naval Security Force (NSF) Naples and NSF Gaeta for the execution of Navy Security Operations Exercise Program (NSOXPs) training events to enhance and standardize safety for the department.

2. Cancellation. NAVSUPPACTNAPLESINST 3301.1

3. Scope. This instruction applies to all NSF active duty and civilian security force personnel. All Antiterrorism Training Teams (ATTT), Installation Training Teams (ITT), and Training Supervisors (TRASUPs) will integrate Operational Risk Management (ORM) into all Unit Level Training (ULT) and integrated exercises. All ULT Drill Event Cards (DEC) and activities will use deliberate risk assessment process, in accordance with reference (a) through (d).

a. The scope of the Commander Navy Installations Command (CNIC) Drill Cards includes both high-risk and low-risk NSF training using armed and unarmed watch standers as required.

b. Low-risk training drills involves scenarios that do not encourage or require the use of deadly force. Participants in low-risk drills are authorized to carry real world weapons in Condition One, as these drills are designed to avoid situations where deadly force is needed. However, if a scenario involves the intent to train for the use of deadly force, the guidelines for the high-risk training drills must be followed. The following NSOXP drill events which are outlined in reference (b) are considered low risk:

(1) NSOXP-01-AT Protest/Demonstration.

(2) NSOXP-05-AT Suspicious Package.

(3) NSOXP-07-AT Small Boat Probe/Attack.

(4) NSOXP-08-AT Floating Object.

(5) NSOXP-09-AT Swimmer Attack.

(6) NSOXP-11-AT Counter-Uncrewed Aircraft System (C-UAS).

c. High-risk training drills involve scenarios designed to stimulate and induce the use of deadly force. For these drills, the use of training weapons is mandatory. The following drill events are considered high-risk:

(1) NSO-02-AT Entry Control Point (ECP) Penetration.

(2) NSO-03-AT Pedestrian Carried Improvised Explosive Device.

(3) NSO-04-AT Vehicle Borne Improvised Explosive Device.

(4) NSO-06-AT Active Threat Scenarios.

(5) NSO-10-AT Armed/Barricaded/Hostage Suspect.

d. Low-risk training evolutions (EVO) involve scenarios that do not encourage or require the use of deadly force. These evolutions permit the carrying of real world weapons in Condition One, as their intent is to avoid situations involving deadly force. However, if a scenario is designed to train for the use of deadly force, the guidelines for high-risk training evolutions must be followed. The following evolutions are considered low risk:

(1) EVO 12.1 ECP Procedures.

(2) EVO 12.2 Vehicle (Complex-Requires 3 NSF).

(3) EVO 12.4 Response Procedures.

(4) EVO 12.5 Apprehension and Transport.

(5) EVO 12.6 Guard mount.

(6) EVO 12.11 Alarm Response.

(7) EVO 12.12 Surveillance.

(8) EVO 12.14 Man Overboard.

(9) EVO 12.15 Small Craft Lube Oil/Fuel Leak.

(10) EVO 12.16 Small Craft Tow/Be Towed.

(11) EVO 12.17 Low Visibility.

(12) EVO 12.19 Loss Communications.

(13) EVO 12.20 Loss of Electrical Power.

(14) EVO 12.21 Loss of Steering.

(15) EVO 12.22 Loss Propulsion.

(16) EVO 12.23 Engine Overheat/High Water Temperature.

(17) EVO 12.24 Major Leak/Flooding.

(18) EVO 12.25 Damage Control.

(19) EVO 12.26 Fire.

(20) EVO 12.27 First Aid and Injuries.

(21) EVO 12.28 Collision.

e. High-risk training evolutions involve scenarios designed to stimulate and induce the use of deadly force or require the use of real world weapon(s). Training weapons are mandatory for these events, while Load/Make Ready evolutions specifically necessitate real world weapon(s). The following evolutions are considered high-risk:

(1) EVO 12.3 High Risk Stops.

(2) EVO 12.7 Clearing Barrel Procedures – Load and Make Ready M18.

(3) EVO 12.8 Clearing Barrel Procedures – Unload M18.

(4) EVO 12.9 Clearing Barrel Procedures – Load M4.

(5) EVO 12.10 Clearing Barrel Procedures – Unload M4.

(6) EVO 12.18 Small Craft Weapons Malfunction (Blank-Firing Adapter [BFA] is required, and Discriminator recommended if blanks are being used).

4. Objective. To meet requirements in references (a) through (e) for the execution and evaluation of ULT DEC. This SOP establishes standardized procedures to ensure consistency, realism, and effectiveness in training. These drills will enhance readiness, improve response capabilities, and identify areas for continuous improvement in security operations.

5. Duties and Responsibilities

a. Installation Commanding Officer (ICO)

(1) Establish policy for the use of DEC in NSOXP drills and evolutions.

(2) Approve the instruction for conducting DEC drills, including procedures for:

(a) Weapons safety controls.

(b) Loading/unloading of real weapons.

(c) Identification, marking, verification, and clearing of safe weapons.

(d) Sanitization of the training area.

(e) Response to real-world emergencies.

(f) Briefing and debriefing procedures.

(g) Duties and responsibilities of the Drill Event Leader.

(3) Observe at least two (2) DEC drills to validate they are conducted safely and effectively before requesting certification endorsement from their respective Region Commander.

(4) May delegate authority for DEC approval, safe-to-train, and execution (in whole or in part) to a department head or above, provided that such delegation is made in writing.

(5) Ensure that 100% of the installation watch standers complete the required DEC drills and evolutions per the periodicity requirements listed in reference (e).

(6) Review and validate Objective Quality Evidence (OQE) records for completion of DEC drills and evolutions.

b. Installation Security Officer

(1) Ensure that all personnel are aware of their responsibilities and follow the procedures outlined in this SOP.

(2) Conduct and oversee ATTT and ensure personnel are qualified to conduct integrated and unit level training.

(3) Assist with the development and implementation of DECs for unit level or stand-alone training and CNIC standardized drill packages for Field Training Exercises (FTX) and Integrated Training Exercises (ITE).

(4) Monitor compliance during drills and exercises that involve high-risk training to identify and mitigate all safety concerns. Ensure ATTT properly identifies and adequately mitigates all potential risks when planning training events.

(5) Evaluate DECs to ensure relative risk concerns are addressed, adequate safety precautions are in place, and the appropriate number of safety personnel is assigned.

c. ATTT Leader

(1) Develop and plan DEC and associated packages per references (a) through (e).

(2) Verify installation and post status, including material and safety conditions, prior to conducting drills.

(3) Allocate time for Training Team deliberations prior to debrief.

(4) Prepare for post-drill restoration, including the removal of simulations and conducting an inventory of training aids.

(5) Ensure pre- and post- drill notifications are completed.

(6) Identify circumstances that would require the Training Team to postpone, halt, or terminate the exercise, such as exceeding safety thresholds, actions by installation personnel that compromise safety, damage to equipment.

d. Drill Event Leader

(1) Conduct DEC drills, ensuring that they are executed safely and effectively as outlined in reference (e). Verify ULT DECs have been approved and signed prior to execution.

(2) The Training Team Leader, Training Team Coordinator, or on-duty Watch Commander must lead the drills. DECs may not be led by individuals on the watch bill who hold positions subordinate to the on-duty Watch Commander.

(3) Ensure that all safety protocols are followed during the drill, including:

(a) Weapons safety controls.

(b) Loading/unloading of real weapons.

(c) Identification, marking, verification, and clearing of safe weapons.

(d) Sanitization of the training area.

(e) Conduct real world brief to Blue Forces (BLUFOR) and Training Team (TT) members.

(f) Brief and debrief participants on the drill, including:

1. Pre-drill briefings to ensure BLUFOR and TT members understand the scenario and their roles.

2. Post-drill debriefings to discuss lessons learned and areas for improvement.

(g) Control the drill scenario to ensure that it is executed as planned, with all participants aware of their roles and responsibilities.

(h) Monitor and evaluate participants' performance during the drill, providing feedback and guidance as needed.

(i) Maintain completed score sheet for each watch stander participating in the drill.

(j) Document lessons learned during the drill, including any issues or problems that arose and how they were addressed.

(k) Ensure that the drill complies with the DEC, including all safety protocols and procedures.

(l) Report to the ICO or designee on the outcome of the drill, including any issues recommendations for improvement.

(m) Be designated in writing by the ICO as a Drill Event Leader.

(n) Have experience and knowledge of DEC drills and evolutions, as well as the installation's procedures and protocols.

e. Antiterrorism Training Team Members

(1) Participate in DEC drills while adhering to all safety protocols and procedures.

(2) Assist the Drill Event Leader in conducting the drill, including:

(a) Setting up the training area.

(b) Providing safety briefings and maintaining oversight.

(c) Evaluating participant performance.

(d) Identifying gaps in plans and training continuum.

(e) Review SOPs, Post Orders, Pre-Planned Responses, and the response plans for effectiveness.

(3) Providing feedback and guidance to participants as needed during the drill.

(4) Operating effectively within an integrated training environment.

(5) Being qualified to or above BLUFOR position they are evaluating.

(6) Arming up with the appropriate weapon(s) for the BLUFOR being evaluated.

f. Safety Observers

(1) Responsible for monitoring exercise safety during the drill event.

(2) Assist the Drill Event Leader in the following items to be checked during the safety walk through:

(a) Weather conditions.

(b) Ensure equipment configuration is noted and briefed.

(c) Ensure personal protective equipment is available and used.

(d) Search for any hazardous conditions in and around the drilling area.

(e) Ensure installed or available safety equipment in and around the drilling area.

(f) Confirm that Safety Observers are on location and safety-related conditions from the brief have been attained.

g. Opposition Force (OPFOR)

(1) Ensure OPFOR understands their role and rules of exercise play.

(2) Ensure OPFOR are informed that the drill has commenced utilizing the communication plan.

(3) OPFOR personnel must accurately represent the adversary. This includes understanding SOPs and Pre Planned Responses.

h. Role Player

(1) Individual(s) that acts or performs in a specific role, such as a disaster casualty victim or protestor during the drill.

(2) Ensure role players are briefed before the drill with an overview of their participation.

(3) Ensure communication towards BLUFOR provides realistic elements into the drill.

i. White Cell

(1) Drill control personnel who portray roles for organizations or personnel outside the drilling environment.

(2) Responsible for artificially duplicating or role-playing response activities to ensure realism to the drill.

6. Training Requirements

a. Drill Event Leader Training. The Drill Event Leader is required to complete all mandated training specific to their role and be designated in writing, including:

(1) NAVEDTRA 43468-A (series) 301 Shore Training Team Member.

(2) NAVEDTRA 43387-2 (series) 306 Antiterrorism Training Team Member.

(3) NAVEDTRA 43468 (series) 302 Shore Training Team Leader.

b. Training Team Member Training. Training Team Members are required to complete all designated training specific to their role and be designated in writing, including:

(1) NAVEDTRA 43468-A (series) 301 Shore Training Team Member.

(2) NAVEDTRA 43387-2 (series) 306 Antiterrorism Training Team Member.

7. Execution

a. All safety observers and ATTT evaluators will verify that identified mitigations are in place as per the approved drill package and report to the ATTT Leader that conditions are safe to begin the drill.

b. Drill Event Leader will ensure an ORM brief is conducted on all Real World and Blue Force players at guard mount. At a minimum, all approved drill packages will require at a minimum an ORM brief at the training location. ORM must be briefed prior to Start Exercise (STARTEX) and during safety walk-throughs.

c. Once Blue Forces are in position, the ATTT will conduct a “safe to train” inspection and “ready to train” assessment:

(1) “Safe to Train” refers to inspections conducted before or after the event brief, allowing sufficient time to report and correct unsafe conditions.

(2) “Ready to Train” ensures the training team and exercise watch standers are in their designated positions with all required equipment prior to STARTEX.

d. Amend or add safety elements to drill package as necessary. Inform Drill Event Leader of any omissions and concerns.

e. ATTT will be briefed on the entire drill event card and associated safety hazards and controls. The drill event briefing should occur as close to the drill as possible. While a formal briefing with the ICO is not required, the following will be covered:

(1) Purpose.

(2) Drill Mode (Training/Evaluation).

(3) Measure of performance (specific evaluation criteria).

(4) Safety Precautions.

(5) Safety Note.

(6) Safety Time Out (STO) Procedures.

(7) Training Time Out (TTO) Procedures.

(8) Real World Response Procedures.

(9) Weapons Safety Policy.

(10) Cautions.

(11) Manner of Inject.

(12) Expected Actions.

(13) ORM (All RISK ASSESSMENT CONTROLS). Controls, hazards, and supervision.

(14) Opposition Forces (OPFOR) duties and responsibilities.

(15) Safety Observer duties and responsibilities.

(16) White Cell duties and responsibilities.

(17) Communication plan.

(18) Previous Observations and Recommendations.

f. Blue Forces (BLUFOR) receive a briefing that provides sufficient context for the drill, with emphasis on safety policies and weapons safety controls. The briefing must not reveal the drill type or specific scenario details. The following topics will be covered:

(1) Safety Note.

(2) Safety Time Out (STO) Procedures.

(3) Training Time Out (TTO) Procedures.

(4) Real World Response Procedures.

(5) Weapons Safety Policy.

(6) Props/simulations and deviations.

Note. Props and simulations will be briefed only as necessary to ensure the drill's execution. Do not disclose props or simulations that might reveal drill details.

(7) Communication Plan (Primary/secondary/tertiary).

(8) Watch Assignments.

g. Real world watch standers not involved in the drill and on duty during the drill period must be briefed during their guard mount. Real world watch standers will be instructed to avoid the training area. The briefing will include:

(1) Location and Time of Drill (drill boundaries).

(2) Drill Type and Scenario.

(3) Simulated or Blank Weapon Fire (if applicable).

(4) Real World Response Procedures referenced in paragraph 10.

(5) Communication Plan.

8. Safety Walk-through

a. A mandatory safety walk-through inspection must be conducted prior to any NSF training event. This inspection provides sufficient time to identify, report, and correct any unsafe conditions before STARTEX.

b. The safety walk-through will be conducted by ATTT members, safety observers, and role players. Upon completion of the inspection, the Drill Event Leader will be notified, and the ICO or designee will grant permission to proceed with the training event.

c. During the safety walk-through, the Training Team must verify the following:

(1) Weather conditions.

(2) Equipment configuration is noted and briefed.

(3) Personal protective equipment is available and used.

(4) Identification of hazardous conditions in and around the training area or environment.

(5) Functionality of installed or available safety equipment.

(6) Communication circuits for training are operational.

(7) Safety Observers are on location and safety-related controls, as briefed, are in place.

9. Operational Risk Management Guidance

a. Safety is the primary concern. All training team participants are responsible for identifying all unsafe actions by BLUFOR watch standers during a scenario and taking immediate action to prevent personnel and equipment from being placed in a hazardous situation.

b. Risk Categories. The risk category table is in enclosure (1). The risk categories are defined as follows:

(1) Category I (Catastrophic). Loss of mission capability. Death or permanent total disability. Loss of mission-critical system or equipment. Major facility Or Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage.

(2) Category II (Critical). Significantly degraded mission capability or readiness. Permanent partial disability or severe injury/illness. Extensive damage to equipment, systems, or property. Significant environmental damage or security failure. Significant collateral damage.

(3) Category III (Moderate). Degraded mission capability or readiness. Minor injuries, or damage to equipment, systems, property, or the environment.

(4) Category IV (Negligible). Minimal or no adverse impact on mission capability. Minor threats to personnel, safety, or health. Slight, fully serviceable equipment damage. Little or no property or environmental damage.

(5) Category A. Frequent – continuously experienced by individuals or over service life.

(6) Category B. Likely – expected to occur within a short period

(7) Category C. Occasional – will occur several times over service life.

(8) Category D. Seldom – Reasonably expected to occur occasionally.

(9) Category E. Unlikely – not expected but possible over service life.

c. Safety Time Out (STO)

(1) Any individual observing an unsafe condition must immediately call a STO.

(2) A STO will be announced over the communications net pausing the drill until the issue is resolved.

(3) All training team members, safety observers, and role players must immediately stop the drill and acknowledge the STO via designated exercise communications net. Harbor Security Boats (HSBs) will maintain a safe course, 50-yard dispersion, and bare steerage unless doing so creates additional hazards.

(4) An "ALL CLEAR" must be transmitted before resuming training. The ICO or a designated individual (as named in the drill guide or on Drill Cards) has the sole authority to restart the scenario once the unsafe condition is corrected.

(5) Following the “ALL CLEAR”, the Drill Event Leader will secure from STO, conduct radio checks, and conduct a “safe to train/ready to train” roll call with all training team members. Once completed, the Drill Event Leader will resume the drill per the Field Training Exercise (FTX) drill package’s Master Scenario Event List (MSEL) or, if Drill Cards are used, at the Drill Event Leader’s discretion. When using Drill Cards, the scenario will restart at the point determined by the Drill Event leader. As there is no MSEL when using the Drill Cards, this approach allows greater flexibility for re-commencing the drill since there is no pre-determined timeline.

10. STARTEX Procedures

a. Ensure all necessary notifications are completed prior to STARTEX to set the training environment.

b. India-7 will notify Host Nation Forces, who will confirm with the Drill Event Leader upon completion. Emergency Dispatch will issue ATHOC notification, and the Security Cameras and Alarm Operator (SCAO) will utilize the Giant Loud Voice to set the training environment.

c. Notify all drill participants and relevant stakeholders that the drill is about to commence.

d. Review safety procedures and remind participants of their roles and responsibilities as referenced in paragraph 4.

e. The Drill Event Leader will oversee the exercise, monitor its progress, and make any necessary adjustments.

f. Synchronize clocks and ensure all participants understand the exercise timeline.

g. BLUFOR will meet the TT member at the BLUFOR vehicle. BLUFOR will open the trunk to reveal the clearing barrel and the TT member will download their weapons using proper clearing barrel procedures (Unload/Show Clear). Real world weapon(s), ammunition, and batons will then be placed in the pelican case, locked securely, with the key retained by BLUFOR at all times.

Note. NSF Gaeta BLUFOR requiring a download will be directed to the nearest clearing barrel by the TT. The Real world weapon(s), ammunition, and batons will be secured in an ammunition box to be carried on the BLUFOR or designated controller at all times.

h. Upon completion of the training exercise, BLUFOR will follow proper clearing barrel procedures, overseen by the TT member for Load/Make Ready of their weapon(s).

i. TT member will verify that no other weapons are present and ensure all BLUFOR training weapon(s) and are properly downloaded.

j. During the pre-drill brief, all watch standers will be informed that real world weapons must not be drawn under any circumstances unless responding to real-world events.

k. Drill Event Leader will ensure sufficient safety controls according to the ORM matrix for the training area to identify, mark, verify clear and safe weapons. TT weapons will be distinctly marked for easy identification. M18 training pistols will have blue tape on the handles and orange tips on the barrels. M4 training rifles will have blue tape on the handguards and orange tips on the barrels.

l. Drill Event Leader will ensure the training area is sanitized of loaded weapons, as applicable. The only loaded weapons permitted in the training area will be carried by the TT member, who will be armed throughout the scenario.

m. Safety Observers will conduct a safety walk-through of the training area prior to acknowledgement of safe-to-train.

n. Duty India-7 will ensure Carabinieri and local Law Enforcement (LE) are briefed on exercise details.

11. Real World Response

a. To prevent confusion and minimize safety risks during a real-world emergency, the phrase “REAL-WORLD EMERGENCY” will be used by all exercise participants to announce such an event.

b. The Drill Event Leader and Training Team Coordinator will monitor the real world radio channel, while all drill participants remain on the training channel to avoid miscommunication.

c. If applicable, armed ATTT members will respond to the "REAL-WORLD EMERGENCY". The Drill Event Leader will immediately halt the drill and instruct all TT members to have the BLUFOR transitions to the real world channel.

d. During real-world emergency, TT member will take control of the training weapon(s).BLUFOR will upload their real world weapon(s) at their vehicle. BLUFOR and TT member will respond together to the real world emergency. For NSF Gaeta personnel, weapons will be uploaded at the nearest clearing barrel.

e. Once the "REAL-WORLD EMERGENCY" has been resolved, the Drill Event Leader will follow the "ALL CLEAR" procedures listed in paragraph (6), above.

12. Finish Exercise (FINEX) Procedures

a. The Drill Event Leader will notify all participants and relevant stakeholders that the drill is concluding once all training objectives and drill events have been completed, and the Drill Event Leader has determined that continuing the exercise offers no additional value.

b. The Drill Event Leader will conduct a thorough debriefing to address the exercise's successes, challenges, and areas for improvement. For Drill Cards, debriefing may be conducted on site after the events have concluded.

c. The Drill Event Leader will review any safety incidents or concerns that arose during the exercise and incorporate it into the lessons learned.

d. The Security Training Team will ensure all equipment is recovered, inspected, and returned to its original state and verify with the Drill Event Leader.

e. The Drill Event Leader will document the exercise, including lessons learned, and develop recommendations to enhance future training.

13. Debriefing and Data Collection

a. On-Station BLUFOR Hot Wash. Training effectiveness is improved by providing timely and constructive feedback to trainees. Training value is further enhanced an ATTT guided discussion that includes a self-evaluation by the trainee. Immediate feedback should be provided to a watch stander following each training event. The ATTT controllers must solicit input from and debrief watch standers on issues related exclusively to that watch station.
Note. Unlike FTX, drill debriefing can occur on post and one-on-one. There is no requirement to conduct a formal hot wash in the manner of FTX and Installation Training Exercise (ITE) outlined in reference (c).

b. ATTT Debrief (Caucus). Following the BLUFOR hot wash, the ATTT will convent debrief the drilling period. A more comprehensive critique of the event will emerge after the entire ATTT reviewed the exercise. The ATTT hot wash aims to identify issues with the drill, capture lessons learned, and complete NSOXP grade or evolution sheets. The focus includes:

(1) Details from the BLUFOR hot wash, including necessary updates to plans, policies and procedures.

(2) ATTT strengths and weaknesses.

(3) BLUFOR strengths and weaknesses, emphasizing required training plan adjustments needed.

(4) Deficiencies in SOPs and PPRs.

(5) Lessons Learned.

(6) Safety issues.

(7) Composite scoring of the following:

(a) NSOXP and Evolution grade sheet.

(b) Incident Command (C3) grade sheet, if required.

(c) Training Team Evaluation (RTA development).

c. Data Collection

(1) Upon completion of the ATTT debrief, the ATTT Leader will compile lessons learned and finalize the Drill After Action Report (AAR).

(2) The Drill AAR will be submitted to the Security Officer for review.

(3) Using the lessons learned from the AAR, the ATTT Leader will conduct root cause analysis and develop Observations and Recommendation (O&R).

(4) O&R will be tracked by the ATTT Leader until corrective are completed.

(5) The following Objective Quality Evidence (OQE) will be maintained for a period of three years. Completed Drill OQE to include:

(a) Drill Card.

(b) Composite NSOXP and Evolution Grade Sheets.

(c) ATTT Drill AAR.

(6) All NSOXP must be documented in Data Housing Reports tool, including records for all personnel who participated in the drill, to include ATTT and BLUFOR.

(7) Fiscal Year Quarterly required NSOXP events may alternate between FTX, Standard Field Drill Card (SFDC), and table-top exercise (TTX) to meet periodicity as per reference (b). TTX will not be conducted on two consecutive quarters to satisfy NSOXP drill periodicity requirements.

(8) TTX must adhere to reference and be documented using the CNIC standardized drill package or SFDC.

(9) TTX record management must include:

(a) CNIC Standardized drill package or SFDC signed by the approving authority.

(b) Completed score sheet.

(c) Lessons Learned.

(d) Records maintained for three years.

14. Assessments. Region assessment teams will validate and recommend certification of the DEC process, instructions, and execution aboard their respective installations every nine (9) months throughout the NSF Training and Certification cycle, using the ATTT evaluation checklist as per reference (b). CNIC assessment teams certify the installation DEC process, instructions, and execution during the 36-month NSF Training and Certification cycle using the ATTT evaluation checklist.

15. Review Responsibility. The Installation Security Officer is responsible for the review and revision of this SOP on an annual basis. However, revision will be issued as necessary/applicable.

16. 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, 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 or the OPNAV Records Management Program (DNS-16).

17. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective 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 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.

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COMMANDER, NAVY INSTALLATIONS COMMAND
UNIT LEVEL TRAINING EVENT CARD

Category	Description
Catastrophic I	Loss of the ability to accomplish the mission. Death or permanent total disability. Loss of a mission-critical system or equipment. Major facility damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage.
Critical II	Significantly degraded mission capability or unit readiness. Permanent partial disability or severe injury or illness. Extensive damage to equipment or systems. Significant damage to property or the environment. Security failure. Significant collateral damage.
Moderate III	Degraded mission capability or unit readiness. Minor damage to equipment, systems, property, or the environment. Minor injury or illness.
Negligible IV	Little or no adverse impact on mission capability or unit readiness. Minimal threat to personnel, safety, or health. Slight equipment or systems damage, but fully functional and serviceable. Little or no property or environmental damage.

Category	Description
A	Frequent to occur. Continuously experienced to an individual item or person; or continuously over a service life for an inventory of items or group.
B	Likely to occur, immediately or within a short period of time. Expected to occur frequently to an individual item or person; or continuously over a service life for an inventory of items or group.
C	Occasionally will occur in time. Expected to occur several times to an individual item or person; or frequently over a service life for an inventory of items or group.
D	Seldom may occur in time. Can reasonably be expected to occur sometime to an individual item or person; or several times over a service life for an inventory of items, or group.
E	Unlikely it will occur in time. Unlikely to occur, but possible in the service life for an inventory of items, or group.

Risk Assessment Matrix				PROBABILITY: Frequency of Occurrence Over Time				
				A Frequent (Continuously experienced)	B Likely (Will occur frequently)	C Occasional (Will occur several times)	D Seldom (Unlikely; can be expected to occur)	E Unlikely (Improbable; but possible to occur)
SEVERITY	Effect of Hazard	Catastrophic (Death, Loss of Asset, Mission Capability or Unit Readiness)	I	EH 1	EH 1	H 2	H 2	M 3
		Critical (Severe Injury or Damage, Significantly Degraded Mission Capability or Unit Readiness)	II	EH 1	H 2	H 2	M 3	L 4
		Moderate (Minor Injury or Damage, Degraded Mission Capability or Unit Readiness)	III	H 2	M 3	M 3	L 4	L 4
		Negligible (Minimal Injury or Damage, Little or No Impact to Mission Readiness or Unit Readiness)	IV	M 3	L 4	L 4	L 4	L 4
Risk Assessment Levels: EH=Extremely High 1 H=High 2 M=Medium 3 L=Low 4								

COMMANDER, NAVY INSTALLATIONS COMMAND
UNIT LEVEL TRAINING EVENT CARD

OPERATIONAL RISK MANAGEMENT WORKSHEET

MISSION / TASK: List all NSOXPs/Evolutions

Reference: OPNAVINST 3500.39D

HAZARDS/CAUSES (Step 1)	INITIAL RAC (Step 2)	CONTROLS (Step 3)	IMPLEMENT (Step 4)	RESIDUAL RAC	SUPERVISE (Step 5)
RISK ASSESSMENT LEVEL AFTER CONTROLS				**MEDIUM**	