



**DEPARTMENT OF THE NAVY**

U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 3502.1  
N00/N34  
11 Feb 2026

NAVSUPPACT NAPLES INSTRUCTION 3502.1

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

Subj: DRILL EVENT CARD PROCEDURES

Ref: (a) OPNAVINST 3500.39D  
(b) R 171957Z JAN 25 Advance Change notice to Commander Navy Installation Command (CNIC) Navy Security Force Training Manual (NSF TRAMAN)  
(c) CNIC M-3502.2 CH-2  
(d) CNIC M-3501.1A  
(e) Navy Security Operations Exercise Program  
(f) NTRP 3-07.2.2  
(g) NAVEDTRA 43468-B  
(h) NAVEDTRA 43387-2F  
(i) CNIC ULT Event Card 16MAY24  
(j) NTRP 3-07.2.2

1. Purpose. To establish policy governing requirements and procedures for the Naval Security Forces (NSF) aboard U.S. Naval Support Activity, Naples Italy (NSA Naples) and U.S. Naval Support Activity, Naples, Detachment Gaeta (NSAND Gaeta) for the plan, brief, execute, debrief (PBED) of Navy Security Operations Exercise Program (NSOXPs) training events to validate, enhance, and standardize utilization within safety controls for the department. This instruction establishes procedures for conducting Unit Level Training (ULT) Drill Event Cards (DEC) IAW with CNIC guidance under the jurisdiction of Commanding Officer, NSA Naples.

2. Action. Implement DEC program onboard NSA Naples.

3. Objectives. To meet requirements in references (a) through (j) for the execution and evaluation of ULT DEC. This instruction 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.

4. Scope and Applicability. While the Security Training Division is responsible for implementation and enforcement, all NSF Master-at-Arms personnel are responsible for compliance with this instruction. This instruction applies to all NSF active duty and civilian personnel. All NSF leadership, Antiterrorism Training Teams (ATTT), Drill Training Teams (DTT) and Training Supervisors (TRASUPs) will integrate Operational Risk Management (ORM) into all Unit Level Training (ULT). All ULT DEC and activities will use deliberate risk assessment process, as outlined in reference (a) through (j).

## 5. 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) Designate a Training Team Leader/Drill Event Leader to lead DEC drills, who must complete specific Personnel Qualification Standards (PQS) and be designated in writing by the ICO. Copies of designation letters will be provided to the training department for records management.
- (4) Observe at least two (2) DEC drills to validate they are conducted safely and effectively before requesting certification endorsement from their respective Region Commander.
- (5) Request certification endorsement from their respective Region Commander after validating that DEC drills are conducted safely and effectively.
- (6) 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.
- (7) Ensure that 100% of the installation watchstanders complete the required DEC drills and evolutions per the periodicity requirements listed in reference (b) and (e).
- (8) Review and validate Objective Quality Evidence (OQE) records for completion of DEC drills and evolutions.

### b. Installation Security Officer

- (1) Review and revise this instruction on an annual basis, or as necessary.

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

(3) Conduct and oversee ATTT and ensure a sufficient number of personnel are qualified to conduct ULTs.

(4) Assist with the development, implementation, and approval of DEC's for unit level or stand-alone training.

(5) 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.

(6) Evaluate DEC's to ensure relative risk concerns and adequate safety precautions are addressed and the number of safety personnel assigned.

c. Training Officer (TO)

(1) Qualify section chiefs and watch commanders as shore training team leader.

(2) Qualify watchstanders as shore training team member.

(3) Qualify all ATTT Personnel.

d. NSF Training Division

(1) Track Completion Status in the CNIC NSF Training Repository or other approved tracking systems as directed.

(2) Track all periodicity for NSF watchstanders and ATTT members participating in DEC(s).

(3) Maintain records for Objective Quality Evidence (OQE).

(a) DEC signed by ISO IAW TRAMAN.

(b) Completed Navy Security Operational Exercise Program (NSOXP) and Evolution Score Sheets.

(c) Lessons learned.

(4) Coordinate DEC events with the ITO in Planning Board for Training (PB4T).

(5) Coordinate DEC events into Long and Short Range Training Plan.

(6) Qualify all ATTT.

## e. Antiterrorism Training Team Leader

- (1) Develop and plan DEC and packages per references (a) through (e).
- (2) Verify installation and post status (includes material and safety conditions) prior to drills.
- (3) Allow ample time for Training Team deliberations prior to debrief.
- (4) Plan for post-drill restoration, to include removal of simulations and post-drill inventory of training aids.
- (5) Ensure pre/post-drill notifications have been made per this instruction.
- (6) Identify situations that will cause the Training Team to postpone, halt, or terminate the exercise if exceeded, or if actions taken by installation personnel affect safety or personnel or cause damage to equipment.

## f. Drill Event Leader

- (1) Drill Event Leader will be designated in writing as Training Team Leaders. Training Team Leaders will be, conduct DEC drills, ensuring that they are executed safely and effectively as outlined in reference (e). Verify ULT DECs have been approved and signed before execution.
- (2) Will be the Training Team Leader, Training Team Coordinator or 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 guardmount brief to Blue Forces (BLUFOR).
  - (f) Training Team Brief to include:
    1. Post-drill debriefings to discuss lessons learned and areas for improvement.
  - (g) Control the drill scenario, ensuring that it is executed as planned and all participants are aware of their roles and responsibilities.

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

(i) Ensure that a completed score sheet is maintained for each watchstation 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 is conducted in compliance with the DEC package, including all safety protocols and procedures.

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

(m) Be designated in writing by the ICO or SECO by designation as a Training Team Leader.

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

g. Antiterrorism Training Team Members

(1) Participate in DEC drills, following all safety protocols and procedures.

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

(a) Staging training area.

(b) Provide safety briefings and oversight.

(c) Ensure the safe conduct of training.

(d) Take appropriate actions to prevent personnel or equipment from being placed in a hazardous situation.

(e) Evaluate participant performance.

(f) Preventing deviation from exercise objectives.

(g) Identify shortfalls in plans and training continuum.

(h) Analyze SOPs, Post Orders, Pre-Planned Responses, and response plans for effectiveness.

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

(4) Will be qualified to or above BLUFOR position they are evaluating.

(5) Will arm up with the respective weapon(s) for BLUFOR position they are evaluating as applicable during high risk NSOXPs/Evolutions.

h. NSF Operations Division

(1) Provide qualified watchstander(s) utilizing FASTER watchbill(s) including those in/or under instruction status.

(2) Support and execute all DEC training IAW Long and Short Range Training Plan(s).

(3) Assign authority to run DEC(s) as the Training Team (TT) leader no lower than an on duty qualified Watch Commander.

(4) Ensure all sections have sufficient qualified ATTT Members, ATTT Leaders, Shore Training Team Members and Shore Training Team Leaders to execute DEC's.

6. Training Requirements

a. Drill Event Leader Training. The Drill Event Leader must complete the required training for Drill Event Leaders, 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.

(4) FEMA 2200 Emergency Operations Centers (EOCs).

(5) ICS 300 Intermediate Incident Command System for Expanding Incidents

(6) ICS 400 Advanced Incident Command System for Command and General Staff – Complex Incidents.

b. Training Team Member Training. Training Team Members must complete the required training for Training Team Members, including:

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

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

(3) FEMA 2200 Emergency Operations Centers (EOCs).

## 7. Execution

a. DEC(s) will be conducted between the hours of 0800-2200 for Landside watchstander(s) and between sunrise and sunset for Waterside watchstander(s). Times may be adjusted if directed from higher headquarters.

(1) DEC will be prepared by the ATTT Leader and NSF Trainer, signed by the Security Officer, and stowed in the NSA Naples Security Training Division office.

(2) DEC will be written in accordance with reference (i).

(3) An ORM evaluation will be conducted prior to each exercise in order to identify and mitigate risk.

b. Notifications requirements. Notifications will be made by the Drill Event Leader of the event to the following:

(1) Command Duty Officer (CDO) and NSA Naples Dispatch the day of the drill, immediately before the commencement of the drill, and when secured from the drill.

(2) NSA Naples via Giant Voice and ATHOC message will be announced immediately before the commencement of the drill and when secured from the drill as directed by SECO.

(3) SCAO /I7, will notify host nation immediately before the commencement of the drill, and when secured from the drill.

### c. Implementation

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

(2) Drill Event Leader will ensure an ORM brief is conducted for all Real World and Blue Force players at guardmount.

(3) Once Blue Forces are in place, the ATTT will conduct a “safe to train” inspection and “ready to train” assessment:

(a) “Safe to Train” refers to inspections conducted prior to or after event brief and allow sufficient time for reporting and correcting unsafe conditions. Drill Event Leader will set the training environment. “Safe to train, ready to train” will be reported to the Drill Event Leader, who will request safe to train authorization from the ISO.

(b) “Ready to Train” refers to the training team and exercise watchstanders are at appropriate assigned positions prior to STARTEX. Additionally, ATTT ensures exercise watchstanders have all required equipment to accomplish their tasks.

(4) Amend or add safety elements to drill package that have not been covered or expounded upon. Inform Drill Event Leader of omissions and concerns.

11 Feb 2026

(5) Training Team Brief. Briefing will be completed by the Drill Event Leader of the Event. Prior to commencement of the drill, all participating ATTT members will be briefed discussing drill scenario, training objectives, OPFOR and Role Player actions, training area, and safety procedures to include operational risk management (ORM). Additionally, ATTT will remain armed during high risk NSOXPs/Evolutions and are the only authorized armed personnel within the training area. ATTT will be briefed on the entire DEC and associated safety hazards and controls. The drill event brief may occur one day to one hour prior to DEC STARTEX only. While a formal brief with the ICO is not required, the following will be briefed:

- (a) Purpose.
- (b) Drill Mode/Type.
- (c) NSOXP and Evolutions.
- (d) Safety Time Out (STO) Procedures.
- (e) Training Time Out (TTO) Procedures.
- (f) Real World Response Procedures.
- (g) Weapons Safety Policy.
- (h) Manner of Inject(s).
- (i) Event execution and objectives.
- (j) ORM (LV II and higher RACs). Controls, hazards, and supervision.
- (k) Opposition Forces (OPFOR) duties and responsibilities.
- (l) Communication plan.
- (m) Previous Observations and Recommendations.
- (n) Nsoxp/evolution.
- (o) Date time location.
- (p) Diagrams.
- (q) Mode and Type.
- (r) Purpose.
- (s) Safety Time Out/Training Time Out.
- (t) Real World Response.
- (u) Weapons Policy.

(v) SIMS Deviations and Injects.

(w) Objectives.

(x) FINEX criteria.

(y) ORM.

(6) Guardmount Brief will be provided a brief sufficient to provide context for the drill. Emphasis will be placed on safety policies and weapons safety controls. The brief should not pre-disclose scenario information. The following will be briefed:

(a) Drill Mode/Type.

(b) Pertinent ORM.

(c) Safety Time Out (STO) Procedures.

(d) Training Time Out (TTO) Procedures.

(e) Real World Response Procedures.

(f) Weapons Safety Policy.

(g) Prop binder.

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

**Note 1. Props and simulations will only be briefed as necessary to ensure the drill is executable. Do not brief props and simulations that may disclose the drill's details.**

**Note 2. Due to the manning constraints NSAND Gaeta may augment personnel from other sections to support DEC drill requirement.**

(7) Training time out (TTO). A TTO may be requested by a training team member and granted only by the Drill Event Leader. TTO should only be used when the actions of the watchstander(s), or non-action, is impeding the scenario or training of other watchstander(s). During the TTO, the Drill Event Leader will ensure training is conducted to correct the deficiencies. After training has been conducted the Drill Event Leader will reset and secure from the TTO.

#### 8. Safety Walk-through Procedures

a. A mandatory safety walk-through inspection will be conducted prior to any NSF training event. This inspection allows for sufficient time to report and correct unsafe conditions found before STARTEX.

b. A safety walk-through will be conducted by ATTT members, safeties, role players, and NSF leadership. Upon completion of the inspection, the Drill Event Leader is notified and ICO or designee will grant permission to conduct the training event.

11 Feb 2026

- c. The following items must be checked by the Training Team during a safety walk-through:
  - (1) Weather conditions.
  - (2) Ensure equipment configuration is noted and briefed.
  - (3) Ensure personal protective equipment is available and used.
  - (4) Search for any hazardous conditions in and around the training area or environment.
  - (5) Ensure installed or available safety equipment is functioning normally.
  - (6) Check training communication circuits.
  - (7) Confirm that Safety Observers as needed are on location and safety-related controls, as briefed, are in place as applicable.

## 9. Operational Risk Management Guidance

- a. Safety is the primary concern. All training team participants are responsible for identifying all unsafe actions of any BLUFOR watchstanders during a presented scenario and will take action to prevent personnel and equipment from being placed in a hazardous situation. All safeguards must be taken to ensure that the training environment does not create an actual hazard or bypass existing safety precautions.
- b. Risk Categories. The risk category table in reference (a) and (i). The risk categories are as follows:
  - (1) Category I (Catastrophic). Loss of the ability to accomplish the mission. Death or permanent total disability. Loss of mission-critical system or equipment. Major facility damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage.
  - (2) Category II (Critical). 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.
  - (3) Category III (Moderate). Degraded mission capability or unit readiness. Minor damage to equipment, systems, property, or the environment. Minor injury or illness.
  - (4) Category IV (Negligible). Little or no adverse impact on mission capability or unit readiness. Minimal threat to personnel, safety, or health. Slight equipment or system damage but fully functional and serviceable. Little or no property or environmental damage.
  - (5) Category A. Frequent to occur. Continuously experienced to an individual item or person or continuously over a service life for an inventory of items or groups.
  - (6) Category 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 groups.

(7) Category 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 groups.

(8) Category D. Seldom may occur in time. Can be reasonably be expected to occur over sometime to an individual item or person or several times over a service life for an inventory of items or group.

(9) Category E. Unlikely to occur in time. Unlikely to occur but possible in-service life for an inventory of items or group.

c. Safety Time Out (STO)

(1) Anyone observing an unsafe condition will call a STO.

(2) A STO will be passed over the exercise communications net and will halt the drill until the discrepancy or unsafe condition is corrected.

(3) All training team members, safety observers, and role players will immediately stop the drill and acknowledge the STO via designated exercise communications net. Additionally, Harbor Security Boats (HSBs) will come to safe course and maintain 50-yard dispersion and maintain bare steerage unless it is unsafe to do so for vessel hazarding or rules of the road compliance.

(4) Injuries. If injury occurs during training the following procedures will be followed:

(a) Safety Timeout will be called.

(b) Medical will be notified.

(c) Training Department will be notified.

(d) CoC will be notified.

(e) Safety mishap report will be generated.

(5) Once STO has been called, it will be necessary to transmit an "ALL CLEAR" before training can resume. Only the ICO XO, or ISO may restart the scenario once the unsafe condition has been corrected.

**Note. If by-name designee is authorized to clear the STO, the by-name designee must be clearly authorized in the exercise-drill guide. The same will be applied to Drill Cards, the by-name designee will be annotated in writing.**

(6) Once the "ALL CLEAR" is authorized, the Drill Event Leader will secure from STO, conduct radio checks, and conduct a "safe to train/ready to train" roll call with all TT members. Upon completion of the roll call, the Drill Event Leader will re-commence drill and the scenario will begin where the Drill Event leader suggests. There is no MSEL when using the Drill Cards, allowing some flexibility for re-commencing the drill since there is no pre-determined timeline.

## 10. STARTEX Procedures

- a. Ensure all necessary notifications have been made pre-STARTEX to ensure the training environment is set. STARTEX will be request by the Drill Event Leader from the ICO, XO or ISO.
- b. Host Nation Forces will be notified by India-7 and will notify the Drill Event Leader upon completion. Emergency Dispatch will send out ATHOC notification and Security Cameras and Alarm Operator (SCAO) will utilize the Giant Loud Voice to set the training environment.
- c. Notification of all drill participants and relevant stakeholders that drill is about to commence.
- d. Ensure Drill Event Leader controls the exercise, monitor progress, and make adjustments
- e. For High Risk DEC drills BLUFOR will meet the TT member at the respective Security precinct. Upload and download of affected watchstander(s) will take place at an authorized clearing barrel. All live ammunition will be placed into a lock box or secure container, which will be under the supervision of their respective ATTT member. Once the watchstander has been downloaded, shown clear and verified, blue tape will be placed around the front end of the pistol or rifle by the respective ATTT member. Training weapons, M18 pistol handles and barrel tips are taped blue. M4 training rifles are taped blue on the hand guard and with an orange tip on the barrel. A blue reflective vest will be given to the watchstander indicating that the watchstander(s) have been cleared of all live ammunition and are now considered drill event participants. The container containing live ammunition will be stowed in the respective post of the watchstander.
- f. When training exercise is completed, BLUFOR will follow proper clearing barrel procedures from TT member for Load/Make Ready of their weapon(s).
- g. During Low Risk DEC drills all watchstanders will be briefed during gurardmount that real world weapons will not be drawn at any time for any reason unless for real world events.
- h. Sufficient safety controls in the training area to identify, mark, verify clear and safe weapons. Issued training weapons will be clearly marked and easily identifiable. Real world weapons may be used, Once the watchstander has been downloaded, shown clear and verified, blue tape will be placed around the front end of the pistol or rifle by the respective ATTT member. Training weapons, M18 pistol handles and barrel tips are taped blue. M4 training rifles are taped blue on the hand guard and with an orange tip on the barrel.
- i. Controls will be followed during DEC High Risk scenarios and evolutions to ensure training area is sanitized of unauthorized loaded weapons, as applicable. The only loaded weapons allowed in the training area will be the Training Team member who will be armed up with the respective BLUFOR weapon(s) throughout the entirety of the training scenario.
- l. A safety walk-through will be conducted of the training area prior to acknowledgement of safe-to-train.

11. Real World Response

a. To avoid confusion and create additional safety issues during a real-world emergency, the phrase “REAL-WORLD EMERGENCY” will be used by all exercise participants to announce a real-world emergency.

b. The Drill Event Leader will be on the real world radio channel and all drill participants will be on the training channel in order to avoid confusion.

c. If applicable, armed ATTT members will respond to the “REAL-WORLD EMERGENCY”. The Drill Event Leader will cease the drill and instruct all Training Team members to have the BLUFOR to return to the real world channel. Once Blue Force have uploaded their weapons they will relieve ATTT members and assume their duties.

d. Low Risk: Low-risk scenarios and evolutions will not induce the use of deadly force. During these scenarios and evolutions BLUFOR are authorized to carry real world weapons in Condition One as the intent is to not induce the use of deadly force. If the use of deadly force is the intent for scenario, then the low-risk evolutions must follow the guidelines of the high-risk training evolutions. The following scenarios and evolutions are considered low risk:

- (1) NSO-01-AT Protest/Demonstration.
- (2) NSO-05-AT Suspicious Package.
- (3) NSO-07-AT Small Boat Probe/Attack.
- (4) NSO-08-AT Floating Object.
- (5) NSO-09-AT Swimmer Attack.
- (6) NSO-11-AT Counter-Uncrewed Aircraft System (C-UAS).
- (7) EVO 12.1 ECP Procedures.
- (8) EVO 12.2 Vehicle (Complex-Requires 3 NSF).
- (9) EVO 12.4 Response Procedures.
- (10) EVO 12.5 Apprehension and Transport.
- (11) EVO 12.11 Alarm Response.
- (12) EVO 12.12 Surveillance.
- (13) EVO HSB-01 (12.14) Man Overboard.
- (14) EVO HSB-02 (12.15) Small Craft Lube Oil/Fuel Leak.

11 Feb 2026

- (15) EVO HSB-03 (12.16) Small Craft Tow/Be Toed.
- (16) EVO HSB-04 (12.17) Low Visibility.
- (17) EVO HSB-05 (12.18) Small Craft Weapon Malfunction
- (18) EVO HSB-06 (12.19) Loss Communications.
- (19) EVO HSB-07 (12.20) Loss of Electrical Power.
- (20) EVO HSB-08 (12.21) Loss of Steering.
- (21) EVO HSB-09 (12.22) Loss Propulsion.
- (22) EVO HSB-10 (12.23) Engine Overheat/High Water Temperature.
- (23) EVO HSB-11 (12.24) Major Leak/Flooding.
- (24) EVO HSB-12 (12.26) Fire.
- (25) EVO HSB-15 (12.27) First Aid and Injuries.
- (26) EVO HSB-16 (12.28) Collision.
- (27) EVO HSB-17 Capsized.

e. During High Risk scenarios and evolutions in the event of a real world emergency, Blue tape will be removed from the weapon and a blue reflective vest from the watchstander. The ATTT member will immediately return ammunition to the watchstander. ATTT members will ensure the weapon is pointed in a safe direction and the watchstander will conduct upload procedures IAW ref (j) for the designated weapons system. The following scenarios and evolutions are considered high-risk:

- (1) NSO-02-AT Entry Control Point (ECP) Penetration
- (2) NSO-03-AT Pedestrian Carried Improvised Explosive Device (PCIED)
- (3) NSO-04-AT Vehicle Borne Improvised Explosive Device (VBIED)
- (4) NSO-06-AT Active Threat Scenarios
- (5) NSO-10-AT Armed/Barricaded/Hostage Situation
- (6) EVO 12.3 High Risk Stops.
- (7) EVO 12.18 Small Craft Weapons Malfunction (Blank-Firing Adapter [BFA] required, Discriminator recommended if blanks are used).

(8) HPU Night Evolutions.

f. Once the “REAL-WORLD EMERGENCY” is completed, the Drill Event Leader will use the “ALL CLEAR” procedures listed in paragraph (5), above.

12. Finish Exercise (FINEX) Procedures

a. The Drill Event Leader will notify all participants and relevant stakeholders that the drill is concluding once the completion of all training objectives and drill events, and the determination of the Drill Event Leader that there is no substantive value in continuing the exercise.

b. The Drill Event Leader will conduct a thorough debriefing to discuss the exercise's successes, challenges, and areas for improvement. For Drill Cards, debriefing can 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 add to the lessons learned.

d. The Training Team will ensure all equipment is recovered, inspected, and returned to its original state.

e. The Drill Event Leader will document the exercise, including lessons learned, and develop recommendations for future improvements.

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 by conducting an ATTT guided discussion including a self-evaluation by the trainee. Immediate feedback should be provided to a watchstander following each training event. The ATTT controllers must solicit input from and debrief watchstanders on issues related exclusively to that watch station. Hotwash can be conducted after each NSOXP / Evolution or upon completion of the Drill event. Hot washes will be conducted on station and discuss what the watchstander did correctly, what the watchstander needs to improve on, what the Training Team can do to improve the drill and if the PPRs and SOPs were effective.

(1) Upon completion of high-risk DEC hot wash, the ATTT member will remove blue tape from the weapon and the watchstander(s) will remove the blue reflective vest. ATTT will then return the watchstander(s) ammunition. Upload will be conducted at an authorized clearing barrel IAW ref (j). Once all training indications have been removed the watchstander(s) will resume normal operations.

(2) Upon completion of low-risk DEC hot wash, the ATTT member will collect any training aid devices or props. Once all training indications have been removed the watchstander(s) will resume normal operations.

b. ATTT Debrief (Caucus). After conducting the on-station BLUFOR hot wash, the ATTT will assemble to debrief the drilling period. A more comprehensive critique will emerge after the entire ATTT has debriefed the event.

11 Feb 2026

The ATTT caucus will focus on discussing issues with the drill, identifying lessons learned and completing the NSOXP grade or evolution sheets. This hot wash is intended to synchronize the grade sheets and composite scoring sheets in preparation for completing lessons learned. The ATTT should address the following at the ATTT debrief:

- (1) The details identified at the blue player hot wash to include any needed updates to plans, policies and procedures.
- (2) ATTT strengths and weaknesses.
- (3) BLUFOR strengths and weaknesses with emphasis on training plan adjustments needed.
- (4) Identified 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 develop).

c. Data Collection

- (1) Upon completion of the ATTT debrief, the ATTT Leader will collect all grade sheets, lessons learned and complete the Drill After Action Report (AAR) utilizing the CNIC Debrief Sheet.
- (2) The Drill AAR will be forwarded to the Security Officer for review.
- (3) Using the Lessons Learned from the AAR, the ATTT Leader will conduct "root cause analysis" of the findings and develop Observations and Recommendation (O&R).
- (4) O&R will be tracked by the ATTT Leader until corrective actions have been 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 Lessons Learned CNIC Debrief Sheet.
- (6) All NSOXP will be documented in CNIC repository for all personnel who participated in the drill, to include ATTT and BLUFOR add training approved as above via 3500.

11 Feb 2026

14. Equipment. Only authorized training equipment will be utilized during exercises. Approved training gear will be listed in the DEC. Once the drill package is signed by the SECO or designated representative, there will be no deviation without approval from SECO or designated representative.

15. Assessments. The ICO will observe at least two (2) DEC drills to validate DEC drills are conducted safely per installation instruction before requesting certification endorsement from their respective Region Commander. Region assessment teams will validate and recommend certification of the DEC process, instruction, and execution aboard their respective installations every nine (9) months throughout the NSF Training and Certification cycle using the ATTT evaluation checklist. CNIC assessment team will certify the installation DEC process, installation instruction, and DEC execution during the 36-month NSF Training and Certification cycle using the ATTT evaluation checklist.

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

17. 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).

18. Review and Effective Date. Per OPNAVINST 5215.17A, Security Training Division will review this instruction annually to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority.

RANDAZZO.J Digitally signed by  
RANDAZZO.JOHN.L  
OHN.LUCIAN.UCIAN.1035461376  
.1035461376 Date: 2026.02.11  
09:09:36 +01'00'

J. L. RANDAZZO

Releasability and distribution:

This instruction is cleared for public release and is available via the NSA Naples website: <https://cnreurfcent.cnicy.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>