DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
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NAVSUPPACTNAPLESINST 3100.6A
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NAVSUPPACT NAPLES INSTRUCTION 3100.6A

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

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

Ref: (a) OPNAVINST F3100.6J, Special Incident Reporting
        (b) OPNAVINST 5100.23H, Safety and Occupational Health Program
        (c) OPNAVINST 5102.1D, Navy and Marine Corps Mishap and Safety Investigation, Reporting and Record Keeping Manual
        (d) OPNAVINST N3040.5E
        (e) CNICINST 3440.3, Emergency Notification Procedures
        (f) CNICINST 3440.17, Installation Emergency Management Program
        (g) OPNAVINST 1752.1C, Sexual Assault Prevention and Response Program
        (h) CNO WASHINGTON DC 202206Z Apr 12 (NAVADMIN 136/12)
        (i) CNICINST 1752.2B, Family Advocacy Program
        (j) OPNAVINST 5090.1E, Environmental Readiness Program
        (k) COMNAVREGEURAFSWAINST 5090.4A, U.S. Navy On-Scene Coordinator Program Management Oil and Hazardous Substance Spill Preparedness and Response Plan
        (l) DoD Instruction 6200.03 of 28 March 2019, Public Health Emergency Management (PHEM) within the DoD
        (m) E.O. 13295 EXECUTIVE ORDER 13295—Revised List of Quarantinable Communicable Diseases
        (n) 42 U.S.C. SS247d, Public Health Emergencies
        (o) CNICINST 5214.1B, Commander's Critical Information Report Requirements
        (p) COMNAVEUR-COMNAVAF CCIRs of March 2020
        (q) CUSNC/C5FNOTE S3000
        (r) Navy Access Control Management System Enabler Handheld Scanners Standard Operating Procedures of 27 Mar 14
        (s) SECNAV M-5210.1, Department of the Navy Records Management Manual
        (t) COMNAVREGEURAFSWAINST 3070.1H, Commander's Critical Information Requirements and Significant Event Reporting
        (u) CNREURAFCENTINST 5090.4A, On Scene Coordinator Oil and Hazardous Substances Spill Contingency Plan

Encl: (1) Commander's Critical Information Requirements (CCIR) Voice Report Template
        (2) CCIR E-mail Report Template
        (3) CCIR List

1. Purpose. To provide guidance to the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Command Duty Officers (CDO), tenant command Commanding Officers (CO), Officers in Charge (OIC), and other designees on events requiring notification to the NAVSUPPACT

Naples Installation Commanding Officer (ICO) and if required, further notification to Commander, Navy Region Europe, Africa, Central (CNREURAFCENT) and Commander, Navy Installations Command (CNIC) leadership.

2. <u>Cancellation</u>. NAVSUPPACTNAPLESINST 3100.6

3. <u>Discussion</u>

   a. Reference (a) establishes Navy-wide guidance, policy, and reporting instructions on Special Incident Reporting (OPREP-3) requirements of critical situations and military operations and includes specific reporting requirements for several types of incidents. References (b) and (c) delineate specific safety-related event reporting requirements. Reference (o) provides CNIC Critical Information Requirements and Significant Event Reporting guidance. References (p) and (q) provide Commander, Naval Forces Europe, Africa, reporting requirements, respectively. The reporting requirements contained in this instruction are in addition to, and not a substitute for, those contained in references (a) through (l) or other instructions that require separate reporting. Reference (t) is the CNREURAFCENT notification.

   b. CO, NAVSUPPACT Naples provides support to seven areas within its area of responsibility (AOR). CO, NAVSUPPACT Naples also has a responsibility to provide timely situation awareness reporting to CNREURAFCENT, CNIC, and tenant command leadership regarding events involving installation operations both directly and indirectly. This reporting supports decision-making and CNREURAFCENT notification.

   c. Commander's Critical Information Requirements (CCIRs) are key elements of information that directly affect the CO, NAVSUPPACT Naples decision-making process and require immediate notifications to him. Significant Event Reporting (SERs) are primarily for situational awareness and do not require immediate notification to the Commander and are provided at the daily morning turnover brief with the NAVSUPPACT Naples, Executive Officer (XO).

   d. This instruction cannot discuss every possible event requiring NAVSUPPACT notification. The NAVSUPPACT Naples CDO will use sound judgement to appropriately catalog events and make appropriate notifications not only to NAVSUPPACT, but also informing NAVSUPPACT tenant command COs and OICs or their designated representatives and NAVSUPPACT N-Codes or Department Heads when appropriate.

   e. Reporting of incidents and conditions requiring notification to the Regional Commander (REGCOM) are divided into three categories of information with corresponding means of dissemination by the Regional Operations Center (ROC): CAT I CCIR (immediate voice report and immediate amplifying e-mail), CAT II CCIR (immediate email), CAT III SER (routine email). Email reports should be both timely and provide as complete a situation picture as possible. Reports should include who, what, when, where, why, mission impact, and likelihood of media interest in a standard format; however, the need for complete information must be balanced with timeliness of the report. Amplifying information must also include ongoing action and impact to missions of the installation, operational forces, and/or tenant commands.

f. When doubt exists as to whether an incident meets reporting definitions and criteria of this instruction, the event must be reported. When doubt exists as to the appropriate categorization of an event, report the incident as the higher category.

g. Each CCIR or SER may require Standard Requests For Information (SRFI) when reporting. Reporting must not be delayed if SRFIs are not initially known, but will be answered as soon as available and prior to closing out the CCIR or SER.

4. Policy. This instruction provides guidance and direction for all NAVSUPPACT Naples CDOs and tenant commands COs and OICs during the execution of operations throughout all CCIR activation levels.

5. Responsibilities

a. The NAVSUPPACT Naples CDO and NAVSUPPACT Naples Emergency Operations Center (EOC) will ensure timely notification and reporting of all incidents meeting CNREURAFCENT CCIR (e.g., terrorist attack, explosives events, natural disasters, severe weather or other events impacting operations or the Navy Family) and to coordinate responses with Navy, Department of Defence (DoD), and other governmental agencies.

b. NAVSUPPACT tenant command COs and OICs must notify the NAVSUPPACT Naples CDO through their direct representative on events affecting their commands meeting the reporting requirements listed in this instruction and reference (p).

c. NAVSUPPACT Naples Executive Officer (XO) will provide specific voice notifications to CO, NAVSUPPACT Naples.

d. NAVSUPPACT Naples Operations Officer (OPSO).

(1) Conduct an annual review and update, as required, of this instruction and the included CCIRs.

(2) Provide voice notification to CO, NAVSUPPACT Naples in the absence, or unavailability, of the NAVSUPPACT Naples XO.

(3) Train NAVSUPPACT Naples EOC and NAVSUPPACT Naples CDO personnel in the reporting guidance contained in this instruction and in the use of all available reporting mechanisms.

e. The Senior Watch Officer (SWO). Train CDOs all watchstanders on the execution and implementation of all incidents (e.g., terrorist attacks, explosive events, natural disasters, severe weather or events impacting operations or the NAVSUPPACT Naples supported community).

f. The NAVSUPPACT Naples Command Duty Officer (CDO) must:

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(1) Immediately report all CAT I CCIR events via voice to NAVSUPPACT Naples OPSO, NAVSUPPACT Naples XO, and NAVSUPPACT Naples CO. Under no circumstances should the CDO delay notifying NAVSUPPACT Naples CO due to the unavailability of either the NAVSUPPACT Naples OPSO or NAVSUPPACT Naples XO.

(2) Report CAT I and CAT II CCIRs electronically via email to NAVSUPPACT Naples CO, NAVSUPPACT Naples XO, and NAVSUPPACT Naples OPSO. When applicable, notify NAVSUPPACT Naples Command Master Chief (CMC), other NAVSUPPACT Naples N-codes and/or Special Assistants when the circumstances affect their area of expertise.

(3) Report CAT III SERs in due course at the next morning turnover brief with the NAVSUPPACT Naples XO.

(4) In all cases where a Higher Headquarters CCIR reporting requirement has been met, NAVSUPACT Naples CDOs will notify NAVSUPPACT Naples XO and CO for concurrence prior to making the report.

Note: For CAT I and CAT II CCIRS, if one or more SRFIs are unavailable, report "unknown at this time". Do not delay the report.

(5) Enclosure (1) provides the template for the voice report. Enclosure (2) provides the template for the email report. Enclosure (3) provides a quick reference list of all CCIRs by category.

6. Reporting Requirements

a. CAT I CCIR – Immediate Voice Report and Immediate Email. The NAVSUPPACT Naples CDO will immediately report, without delay, and regardless of the hour, the following CCIRs by voice report to the NAVSUPPACT Naples CO, NAVSUPPACT Naples XO and OPSO, NAVSUPPACT Naples. Initial voice reports are followed by an email with minimal delay.

(1) Attack or Active Shooter on NAVSUPPACT Installation or Facility. Confirmed or unconfirmed attack or active shooter (or credible indications of an impending attack) against or onboard any NAVSUPPACT Naples installation or facility. (Examples include firearms, knives, weapons, detonation of bomb or improved explosive device (IED)).

SRFI #1 – Location
SRFI #2 – Number of attackers
SRFI #3 – Dead, Injured, Missing (DIM)
SRFI #4 – Mission impact to installation, operational forces and tenant commands
SRFI #5 – Status of personnel accountability
SRFI #6 – Agency/Command in charge (jurisdiction)
SRFI #7 – Agencies and Commands in support
SRFI #8 – Public Affairs lead entity
SRFI #9 – Weapons/Explosives used

SRFI #10 – Consolidated Law Enforcement Operations Center (CLEOC)/ eGuardian report status

SRFI #11 – Emergency Operations Center (EOC) activation level

SRFI #12 – OPREP report status

SRFI #13 – AtHoc notification sent

Final Report – All SRFIs reported and installation and event have been deemed "All Clear"

(2) Force Protection Condition Increase. Any increase in Force Protection Condition (FPCON), Defense Readiness Condition (DEFCON), or Information Condition (INFOCON) that impacts a NAVSUPPACT installation. Increases due to exercises or training are excluded from reporting. Both ordered and attainment reports are required. This includes temporary condition increases made in immediate response to an incident, such as "lock-down" or "shelter-in- place." (Examples are European Command (EUCOM) directs all DoD installations to set FPCON C or ICO).

SRFI #1 – Mission impact to installation, operation forces and tenant commands

SRFI #2 – Request for Support (RFS)

SRFI #3 – Who ordered increase

SRFI #4 – Justification for increase

SRFI #5 – Potential impact to local community

SRFI #6 – EOC activation level

SRFI #7 – AtHoc notification sent

SRFI #8 – Attainment achieved (time)

Final Report – All SRFIs reported and installation and event have been deemed "All Clear"

(3) Deadly Force. Any use of deadly force on any facility within the NAVSUPPACT Naples AOR.

SRFI #1 – Agency/Command in charge of investigation

SRFI #2 – Dead, Injured, Missing (DIM)

SRFI #3 – Delayed, Immediate, Minimal, Expectant (DIME) triage assessment

SRFI #4 – Weapons involved

SRFI #5 – Mission impact to installation, operation forces and tenant commands

SRFI #6 – EOC activation level

SRFI #7 – Public Affairs lead entity

SRFI #8 – AtHoc notification sent

SRFI #9 – OPREP report status

Final Report – All SRFIs reported and installation and event have been deemed "All Clear"

(4) CBRNE Event. Any hostile Chemical, Biological, Radiological, Nuclear, or High-yield Explosive (CBRNE) accident, incident, or event within the NAVSUPPACT Naples AOR involving U.S. Forces.

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SRFI #1 – Mission impact to installation, operation forces and tenant commands
SRFI #2 – Source and type of contaminant
SRFI #3 – Extent of contaminant (e.g. sq. mile, epidemiology, etc.)
SRFI #4 – On or off installation
SRFI #5 – Impact to public and protected populations
SRFI #6 – EOC activation level
SRFI #7 – Host Nation Notification
SRFI #8 – Naval Nuclear Reaction Task Force (RTF) notified
SRFI #9 – AtHoc notification sent
SRFI #10 – OPREP report status
Final Report – All SRFIs reported and installation and event have been deemed
"All Clear"

(5) Combat Engagement. Any attack with in the NAVSUPPACT Naples AOR involving the United States or combat engagement between U.S. Forces and any adversary not due to operations already known to be in progress, including use of deadly force as a result of force protection. (Examples include force protection of convoy vehicles or vessels not on installations.)

SRFI #1 – Details of incident to include sources
SRFI #2 – Request for Support
SRFI #3 – OPREP report status
Final Report – All SRFIs reported and installation and event have been deemed
"All Clear"

(6) Major Fire Onboard a Non-Nuclear Powered Warship. Any declaration of a "major fire" event involving a conventional or non-nuclear-powered warship while berthed at a NAVSUPPACT Naples installation is included. A major fire declaration indicates that the fire has exceeded or is anticipated to exceed the ship's force's ability to fight the fire and additional shore-based assets may be required. (A multi-level fire is a major fire.)

SRFI #1 – EOC activation level
SRFI #2 – Is Navy F&ES supporting
SRFI #3 – Mutual aid being rendered or received
SRFI #4 – Fire still advancing or Firefighting effective or Fire is out
SRFI #5 – Injuries/casualties sustained
SRFI #6 – AtHoc notification sent
SRFI #7 – OPREP report status
SRFI #8 – AtHoc notification sent
SRFI #9 – OPREP report status
Final Report – All SRFIs reported and installation and event have been deemed
"All Clear"

(7) Major Disaster or Incident. Any major natural or man-made disaster or incident on or threatening any NAVSUPPACT Naples property which results in, or could result in, major

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property damage, significant mission degradation, or requires immediate response by a NAVSUPPACT Naples asset. Incident will also be reported in accordance with reference (e) and (f). (Examples include earthquake, tsunami, significant weather event, fire, flooding, hazardous material (HAZMAT) release, pandemic situation, sortie of ships or aircraft, emergency evacuation, or volcano eruption.)

SRFI #1 – Details of incident
SRFI #2 – Mission impact to installation, operation forces and tenant commands
SRFI #3 – EOC activation level
SRFI #4 – On-going/planned mitigation efforts
SRFI #5 – Dead, Injured, Missing (DIM)
SRFI #6 – Impact to public and protected populations
SRFI #7 – Personnel Accountability/Navy Family Accountability and Assessment System (NFASS)
SRFI #8 – AtHoc notification sent
SRFI #9 – OPREP report status
Final Report – All SRFIs reported and installation and event have been deemed "All Clear"

(8) <u>Continuity of Operations (COOP) Execution</u>. The execution of any COOP plan by a NAVSUPPACT Naples activity or tenant command or any situation that may warrant the execution of a COOP plan.

SRFI #1 – Reason for COOP
SRFI #2 – Location of COOP
SRFI #3 – OPREP report status
Final Report – All SRFIs reported and installation and event have been deemed "All Clear"

(9) <u>Critical Injuries or Death to NAVSUPPACT Naples Personnel</u>. Any occurrence resulting in critical (life threatening or loss of limb, shooting, stabbing, knocked unconscious), resuscitation attempt of (cardiac/respiratory arrest or any incident where an Automated External Defibrillator (AED) was applied), or death to personnel assigned to NAVSUPPACT Naples (to include dependents, civilians and contract personnel). Reports are NOT required for hospitalized individuals when death involves either natural causes or war-related injuries. (Unless positive identification is deemed necessary, utilize generic identification such as "PO1" or "20 YR-OLD FEMALE E-3" in reporting)

SRFI #1 – Personnel Casualty Report (PCR) submitted
SRFI #2 – Casualty Assistance Calls Officer (CACO)
SRFI #3 – Chaplain notified
SRFI #4 – Family Services notified
SRFI #5 – Primary next of kin (PNOK) notified (Military personnel only)
SRFI #6 – OPREP Report status
SRFI #7 – Assumption of duties (Leadership only)

Final Report – All SRFIs reported (in case of leadership death: this is an open/closed CCIR)

(10) <u>HHQ Request for Information, Immediate RFS, or RFI</u>. Direct requests for information (RFI) regarding NAVSUPPACT Naples responsibility or missions by any HHQ which are specifically directed to NAVSUPPACT Naples by any Higher Headquarters, which requires an immediate response. (Examples include RFI's from CNIC, EUCOM, COMNAVEUR, COMNAVAF, COMNAVCENT, COMSIXFLT) Request for Support (RFS) or RFI from a Region installation or operation forces which requires an immediate response. (For example, aircraft request to land on NAVSUPPACT Naples.)

Final report – CCIR will be closed once a response has been provided.

(11) <u>Degradation of Operational Capability</u>. Any significant unscheduled closure, restriction, or reduction in NAVSUPPACT Naples activities ability to conduct its mission or support operation forces. (Examples include runway (approach lighting) or port (pier damage) reduction in operations, loss of force protection capability (final denial barrier), reduction of fire and emergency services capability (fire trucks/fire main pressure), any unscheduled non-availability of Region aircraft etc.)

SRFI #1 – Mission impact to installation, operation forces and tenant commands
SRFI #2 – Mitigation plan in place
SRFI #3 – Reason for degradation
SRFI #4 – Estimated time for restoration (ETR) to full operational capability
SRFI #5 – OPREP report status
Final Report – System or service has been restored to fully operational capability

(12) <u>NAVSUPPACT Naples or Tenant Command Generated OPREP-3 PINNACLE or NAVY BLUE or FP-related UNIT SITREP</u>. Any incident which is reportable per reference (a) as an OPREP-3 PINNACLE or NAVY BLUE or FP-related UNIT SITREP involving personnel assigned to NAVSUPPACT Naples or Tenant Commands based within the NAVSUPPACT Naples AOR.

Final Report – This is open/closed CCIR

(13) <u>Active Media Coverage</u>. Any incident involving a NAVSUPPACT Naples activity or personnel that has generated negative international or national media coverage that could cause significant embarrassment to the Navy or higher-level Navy interest.

SRFI #1 – What outlets are carrying the story (add links if available)
SRFI #2 – Public Affairs lead entity, subject matter expert support
SRFI #3 – Local, National, International coverage
Final Report – All SRFIs reported and COMNAVREG PAO assumes responsibility

(14) <u>Network or Cyber Intrusion</u>. Detection or discovery of an intrusion into a classified or unclassified computer network at NAVSUPPACT Naples, or a NAVSUPPACT Naples

facility. This includes significant compromise or theft of Personally Identifiable Information (PII) at an organizational level or higher.

        SRFI #1 Mission impacts to installation, operational forces and tenant commands
        Final Report – Results of investigation

        (15) <u>U.S. Consulate Naples Relocation</u>. Commencement of relocation by U.S. Consulate Naples personnel to NAVSUPPACT Naples or any installation within the AOR, for any reason.

        Final Report – This is open/closed CCIR

        (16) <u>Pre-cautionary Changes in Volcanic (Mount Vesuvius and Campi Flegrei) Alert Levels</u>. Any increase in the Italian Civil Protection Agency alert level declaration(s).

        SRFI #1 – Details of incident
        SRFI #2 – Mission impact to installation, operation forces and tenant commands
        SRFI #3 – EOC activation level
        SRFI #4 – On-going/planned mitigation efforts
        SRFI #5 – Dead, Injured, Missing (DIM)
        SRFI #6 – Impact to public and protected populations
        SRFI #7 – Personnel Accountability/Navy Family Accountability and Assessment
                System (NFASS)
        SRFI #8 – AtHoc notification sent
        SRFI #9 – OPREP report status
        Final Report – All SRFIs reported and installation and event have been deemed
                "All Clear"

    b. <u>CAT II CCIR – Immediate E-mail</u>. The NAVSUPPACT Naples CDO will report the following CCIRs electronically via email to NAVSUPPACT Naples CO, NAVSUPPACT Naples XO, NAVSUPPACT Naples OPSO and NAVSUPPACT Naples CMC with minimal delay. When applicable, include other NAVSUPPACT Naples N-codes and/or Special Assistants. For the CCIR e-mail report template, see enclosure (2).

        (1) <u>Media Interest</u>. Any incidents involving a NAVSUPPACT Naples facility or personnel, that is anticipated to generate negative international, or national media coverage, could cause significant embarrassment to the Navy, or will generate Naval Component Commander or higher-level Navy interest.

        SRFI #1 – Outlets are carrying the story
        SRFI #2 – Public Affairs lead entity
        SRFI #3 – Local, national, international level media interest
        Final Report – This is open/closed CCIR

        (2) <u>Class A/B Mishap or Significant Damage</u>. Any Class A/B mishap, as defined in reference (c), involving a Navy asset (e.g. ship, submarine, or aircraft) meeting the criteria in

reference (a), which occurs at NAVSUPPACT Naples or in the NAVSUPPACT Naples AOR or any incident (e.g. fire, flooding, earthquake) causing significant damage ($500,000 or more) which occurs on a NAVSUPPACT Naples facility, not reported as a CAT I CCIR.

SRFI #1 – Details of incident
SRFI #2 – Mission impact to installation, operation forces and tenant commands
SRFI #3 – EOC activation level
SRFI #4 – On-going/planned mitigation efforts
SRFI #5 – Dead, Injured, Missing (DIM)
SRFI #6 – AtHoc notification sent
SRFI #7 – OPREP report status
Final Report – All SRFIs reported

(3) Structural Fire. Any fire involving the structural components of a residential, commercial, or industrial building on a NAVSUPPACT Naples facility. (A structural fire indicates a fire that extends beyond one room and contents or if more than one room is affected after fire has been extinguished (e.g. sprinkler damage.)

SRFI #1 – EOC activation level
SRFI #2 – Navy F&ES supporting
SRFI #3 – Mutual Aid being rendered
SRFI #4 – Mission impact to installation, operation forces and tenant commands
SRFI #5 – AtHoc notification sent
SRFI #6 – OPREP report status
Final Report – Fire is out and any injuries/casualties sustained

(4) Operational Surveillance. Reports of operational or suspected surveillance of NAVSUPPACT Naples facilities or personnel confirmed by Naval Criminal Investigation Services (NCIS) or other investigations. (Initial reports are not considered Operation Surveillance until substantiated by NCIS or other credible intelligence source. Suspicious activity CCIRs can be updated and changed to Operational Surveillance once qualified authority (i.e. NCIS or other credible intelligence sources) has deemed it appropriate.)

SRFI #1 – NCIS notified and NCIS Report Number
SRFI #2 – CLEOC/NCIS/eGuardian report status
SRFI #3 – Host Nation Law Enforcement engagement
SRFI #4 – Results of investigation
SRFI #5 – If able to capture any images or video of the suspect
Final Report – All SRFIs answered and NCIS completed investigation

(5) NAVSUPPACT Naples or Tenant Command Generated OPREP-3 UNIT SITREP. Any incident which is reportable per reference (a) as an OPREP-3 UNIT SITREP involving personnel assigned to NAVSUPPACT Naples or Tenant Commands based within the NAVSUPPACT Naples AOR. Any OPREP-3 regarding sexual assault will be reported using CCIR for sexual assault.

Final Report – This is open/closed CCIR

(6) Service Interruption. Any unplanned service interruption or disruption of normal installation activity. (Examples include loss of power, water, use of building or housing, network and software outages including ONE-NET services, C4I outage, etc. in excess of one hour. Also, report interruptions of dispatch service and other Public Safety Network (PSNet) services such as Enterprise Land Mobile Radio System (ELMR), crash phone, giant voice announcement systems, fire and security alarm systems, and fire and emergency services.)

> SRFI #1 – Trouble ticket number
> SRFI #2 – Expected time of repair (ETR)
> SRFI #3 – Mission impacts to installation, operational forces and tenant commands
> SRFI #4 – Mitigation strategy
> SRFI #5 – Cause of service interruption
> SRFI #6 – AtHoc notification sent
> Final Report – All SRFIs answered and service restored to normal operations

(7) Emergency Operations Center (EOC) Activation. Any unplanned activation of the NAVSUPPACT Naples EOC.

> SRFI #1 – Reason for activation
> SRFI #2 – Mission impacts to installation, operational forces and tenant commands
> SRFI #3 – AtHoc notification sent
> Final Report – EOC returned to normal operation

(8) Force Protection Condition Posture Decrease. FPCON decrease protection posture or implement additional RAM on NAVSUPPACT Naples; or changes to specific measures within and overall FPCON without changing the overall condition. (Ordered and attainment reports are required.)

> SRFI #1 – Mission impacts to installation, operational forces and tenant commands
> SRFI #2 – Potential impact to local community
> SRFI #3 – ASF activated
> SRFI #4 – AtHoc notification sent
> Final Report – All SRFIs answered and attainment reported

(9) Force Protection Reduction in Readiness. Significant degradation or reduction in readiness affecting NAVSUPPACT Naples ability to conduct current FP Mission requirements. (Examples include degradation of Entry Control Point (ECP) bollards/barriers/drop arms, loss of handheld scanner capability, first responder communications, harbor security units executing safe harbor due to weather conditions, electronic harbor security systems (EHSS) outages, DODDs School cameras outages, perimeter camera outages, etc.)

> SRFI #1 – Trouble ticket number In accordance with reference (r)
> SRFI #2 – Expected time of repair (ETR)
> SRFI #3 – Mission impacts to installation, operational forces and tenant commands

SRFI #4 – Mitigation strategy / measure in place
SRFI #5 – Cause of reduction in readiness
SRFI #6 – CO assessment of risk
Final Report – All SRFIs reported and FP Reduction has been restored

(10) External Orders. Any emergent (non-routine) orders that will affect forces assigned to, or located on, a NAVSUPPACT Naples facility from the Joint Chiefs of Staff, a Combatant Commanders, or Navy Component Commander.

SRFI #1 – Installation support required
SRFI #2 – External support required
Final Report – This is an open/closed CCIR

(11) Non-immediate RFS/RFI. Non-immediate RFS/RFI from a operational customer. (CCIR will remain open until a response has been provided.)

Final Report – RFS/RFI response has been provided

(12) Mutual Aid. Mutual aid events involving Search and Rescue, Navy Fire & Emergency Services (F&ES), Explosive Ordnance Disposal (EOD), or other installation public safety services providing assistance which significantly degrades base support (no matter the time period), or involves the loss of Navy equipment or injury of Navy personnel. Additionally, and Navy F&ES actively engaged in fire suppression, technical rescue, or HAZMAT mitigation efforts off of the installation.

SRFI #1 – Entity requiring response/support
SRFI #2 – Assets requested/deployed
SRFI #3 – Estimated duration of support
SRFI #4 – Authority approving requested support
SRFI #5 – Mission impacts to installation, operational forces and tenant commands
(Include degradation to install services resulting from asset being deployed)
Final Report – All support personnel and equipment returned to base

(13) Hazardous Material or Hazardous Waste Release. Any release of HAZMAT or hazardous waste meeting the reporting requirements of reference (j), the Overseas Environmental Baseline Guidance Document, the CNREURAFCENT Navy On Scene Coordinator (NOSC) Plan or the Host Nation Final Governing Standards. Reporting applies to NAVSUPPACT Naples, tenant command, contractor or local national company working on any NAVSUPPACT Naples facility and to organic Navy F&ES regardless of incident location (on/off installation) per reference (j) and (p). (Examples include hazardous substance released in the air, on land, or in the water, in any port, along any shoreline up to 12 nm.)

SRFI #1 – Location (on or off base), date and time incident occurred or was discovered
SRFI #2 – Source, type of contaminant and volume

SRFI #3 – Extent of contaminant (e.g. sq. mile, volume of product, etc.)
SRFI #4 – Containment/recovery procedures
SRFI #5 – Mission impacts to Installation, operational forces, and tenant commands
SRFI #6 - Public Health Impact
SRFI #7 – Host Nation Notification (when, by whom, notification method, to whom)
SRFI #8 – AtHoc notification sent
SRFI #9 - EOC activated
SRFI #10 – Root Cause of Incident
SRFI # 11 – Request for Region Support
SRFI #12 – Corrective actions taken
SRFI #13 – Status of Navy Spill Message, if required (IAW ref (u))
SRFI #8 – Status of OPREP-3
Final Report – All SRFIs reported and installation and event have been deemed
    "All Clear"

   (14) Immediate Response (IR) or Support to Host Nation. The deployment of or any request for the deployment of NAVSUPPACT Naples assets or personnel in support of a Host Nation pursuant to the Host Nation Memorandum of Understanding (MOU), Host Nation Memorandum of Agreement (MOA), local MOU/MOA or IR authority.

SRFI #1 – Entity requesting response/support
SRFI #2 – Assets deployed/requested
SRFI #3 – Estimated duration of support
SRFI #4 – Mission impacts to installation, operational forces and tenant commands
Final Report – All SRFIs reported and installation and event have been deemed
    "All Clear"

   (15) Civil Disturbances. Civil disturbances or planned protests in the vicinity of a NAVSUPPACT Naples facility or asset.

SRFI #1 – Mission impacts to installation, operational forces and tenant commands
SRFI #2 – Involvement of U.S. forces/personnel
SRFI #3 – Damage to U.S. property
SRFI #4 – Host Nation response
SRFI #5 – Media interest
SRFI #6 - AtHoc notification sent
Final Report – All SRFIs reported and installation and event have been deemed
    "All Clear"

   (16) Unauthorized Vehicle/Pedestrian Entry or Attempted Entry. Any gate runner, port security breach, or other illegal entry or attempted entry to a NAVSUPPACT Naples facility or asset to include failure of authorized personnel following direction of ECP personnel. (Final report should provide details of the event to include whether individual was intentionally attempting entry to installation or if individual is authorized access and ECP protocol was not adhered to.)

SRFI #1 – Method of entry/attempted access

SRFI #2 – Status/employment of Final Denial Barrier (FDB)
SRFI #3 – Disposition of suspects (cited, warned, etc.)
SRFI #4 – NCIS notified
SRFI #5 – Additional Resource Allocation Memorandum (RAM)
SRFI #6 – Host National Law Enforcement engagement
SRFI #7 – Storyboard showing details of unauthorized entry
SRFI #8 – EOC activation level
SRFI #9 – Installation Submitted Root Cause Analysis (RCA). *Required for
       successful unauthorized entries only
Final Report – All SRFIs reported and installation and event have been deemed
       "All Clear"

(17) <u>Significant Weather</u>. Weather reports of meteorological hazards (e.g. flood, hail, hurricane, sandstorm, seiche, tidal surge, and tornado) which threaten a NAVSUPPACT Naples facility or asset as well as any report of a sustained storm system that has the potential to affect a NAVSUPPACT Naples facility or asset (e.g. hurricane, winter storm). Updates for storms which pose a threat will be given when provided by Fleet Weather Center, or a significant event (Tropical Cyclone (Typhoon) Conditions of Readiness (TCCOR) change, evacuation, damages assessed, sortie, mission impact, etc.) occurs.

SRFI #1 – Name and location of weather event
SRFI #2 – Speed and direction of weather event
SRFI #3 – Specific threat from weather event (destructive winds, flooding, freezing,
       snow, ice accumulation, possible tornadoes, etc.).
SRFI #4 – Distance and direction to NAVSUPPACT Naples facility or asset/interest
SRFI #5 – Mission impacts to installation, operation forces and tenant commands
SRFI #6 – Weather (winds, precipitation, etc.) forecast for the next 12/24/48 hours
SRFI #7 – EOC activation level
SRFI #8 – AtHoc notification sent
Final Report – Weather event is no longer considered a threat, installation reports
       "All Clear" (or back to baseline TCCOR), resuming normal
       operations, and/or a long-range recovery plan is established as needed.

(18) <u>Wildland Fire</u>. Any wildland fire with significant potential to affect a NAVSUPPACT Naples facility or asset. Any deployment off installation of Navy FE&S assets to provide assistance in fighting wildland fires. (Examples include: fire along the fence line of housing or fire reducing the visibility of a runway.)

SRFI #1 – Name and location of fire
SRFI #2 – Size of fire (usually in acres)
SRFI #3 – Speed and direction of winds/fire
SRFI #4 – Distance and direction to NAVSUPPACT Naples facility or asset/interest,
       protected populations
SRFI #5 – Mission impacts to installation, operation forces and tenant commands
SRFI #6 – Weather (winds, precipitation, etc.) forecast for the next 12/24/48 hours
SRFI #7 – EOC activation level

SRFI #8 – AtHoc notification sent
Final Report – All SRFIs reported and fire is declared out or 100 percent contained.

(19) <u>Suspicious Activity</u>. Any threat or potential threat against a NAVSUPPACT Naples facility/ asset, personnel, and/or property in the AOR. (Examples include instances of photography of U.S. installations and/or operations, telephonic threats, bomb threats, suspicious packages, personnel locator beacon activation, unmanned aerial systems (UAS) activity, including tampering or theft of fuel, water, or power support services etc.) Incidents of theft should not be reported as suspicious activity if suspects were apprehended. (Example: Shoplifting at the Navy Exchange (NEX), stealing gas from a generator)

SRFI #1 – NCIS notified
SRFI #2 – CLEOC/NJIS/eGuardian report status
SRFI #3 – Host Nation Law Enforcement engagement
SRFI #4 – EOC activation level
SRFI #5 – AtHoc notification sent
Final Report – All SRFIs answered and results of investigation

(20) <u>Public Health Emergency</u>. Any event that creates a health risk or an imminent threat of illness or health condition to the public including public health emergencies and disease outbreak as declared and defined in references (l) through (n).

SRFI #1 – Current World Health Organization (WHO) or Centers for Disease Control and Prevention (CDC) posture
SRFI #2 – Mission impact to installation, operation forces and tenant commands
SRFI #3 – Personnel Accountability/NFASS Activation
SRFI #4 – EOC activation level
SRFI #5 – AtHoc notification sent
Final Report – All SRFIs reported and appropriate health officials determine situation "All Clear"

(21) <u>Housing (Family or Single Sailor) Incidents</u>. Any incidents occurring within the NAVSUPPACT Naples housing facility that merits Commanding Officer attention that could invite negative media/press or potential life-threatening issues (e.g. arrests, significant facility maintenance issues, significant damage). <u>This CCIR will not be used to report sexual assaults.</u>

SRFI #1 – Mission impacts to installation, operation forces and tenant commands
SRFI #2 – PAO notified
SRFI #3 – Installation security involvement
SRFI #4 – NCIS Notified
SRFI #5 – Fire and Emergency services
SRFI #6 – Injuries/damages
SRFI #7 – EOC activation level
SRFI #8 – AtHoc notification sent
SRFI #9 – Family Advocacy Notified

Final Report – All SRFIs answered and situation has been resolved

(22) <u>Unresolved Sexual Assault Prevention and Response (SAPR) Spot Check</u>. If none of the SAPR lines at an installation respond within four hours. (For example the ROC conducting the random weekend or after-hours monthly SAPR spot check and no correction within four hours per reference (i).)

SRFI #1 – Installation
SRFI #2 – Remedies pursued
Final Report – All SRFIs answered and deficiency reported to Region SAPR

(23) <u>Sexual Assault</u>. All initial sexual assault incidents involving personnel within a NAVSUPPACT Naples facility/asset, and/or property in the AOR will be reported in accordance with references (a), (g) and (h). Sexual assault incidents that occur at a NAVSUPPACT Naples sponsored location will be reported. (e.g. Navy Support Element locations) will also be reported. (Utilize generic identification that does not lead to the specific identification of the victim such as "PO1" or "20 YR OLD FEMALE E-3" in reporting.)

SRFI #1 – Media Interest
SRFI #2 – Special Amphibious Reconnaissance Corpsman (SARC) /Family
          Advocacy notified/involved
SRFI #3 – NCIS/Host Nation Law Enforcement notified/involved
SRFI #4 – Mission impacts to installation, operational forces, and tenant commands
SRFI #5 – CLEOC/NJIS/eGuardian report status
Final Report – All SRFIs have been notified

(24) <u>Small Boat Mishap or Incident</u>. Any mishap or incident with an installation operated small boat regardless of extent or damage, injury, or operation impact. Examples include collision, allision, grounding, fire or flooding. (After initial report, a CCIR FP Reduction in Readiness should be tripped to report the degradation of Force Protection.)

SRFI #1 – Nature of mishap/incident
SRFI #2 – Extent of damage
SRFI #3 – Mission impacts to installation, operation forces and tenant commands
SRFI #4 – PAO notified
SRFI #5 – Injuries/Casualties
Final Report – All SRFIs answered. (Follow-up CCIR for FP Reduction in Readiness
          should be reported if boat is inoperable.)

(25) <u>Unmanned Aerial System (UAS) suspicious activity</u>. Any unauthorized non-military UAS observed flying within the airspace above any NAVSUPPACT Naples facility/asset, and/or property in the AOR or in the immediate vicinity.

SRFI #1 – Location
SRFI #2 – Altitude
SRFI #3 – Speed

SRFI #4 – Flight Path
SRFI #5 – Type of UAS
SRFI #6 – Approximate size
SRFI #7 – Detection method
SRFI #8 – Most likely imaging collected
SRFI #9 – CLEOC/NCIS/eGuardian report status
SRFI #10 – Host Nation Law Enforcement engagement
Final Report – Results of investigation

(26) <u>Open Skies Notification</u>. Any open skies notification of intent to conduct an observation flight.

SRFI #1 – Nation conducting flight
SRFI #2 – Date/Time of flight
SRFI #3 – Type of aircraft
SRFI #4 – Flight Path
Final Report – All SRFIs answered

(27) <u>Child Development Center (CDC) Incident</u>. Child Care/Youth Programs (Child Development Centers, Child Development Homes, Youth Centers). Any high-visibility incidents that may attract media attention. Any medical outbreaks affecting more than one child enrolled in the program. Any closures of programs due to health/life/safety incidents. Any potential life threatening critical injury to a child occurring while in the program that resulted in the child being admitted to a hospital Emergency Room or Urgent Care Facility for treatment.

SRFI #1 - Family Services notified
SRFI #2- PAO notified
SRFI #3 - NCIS/Local Law Enforcement notified/involved
SRFI #4 - Current World Health Organization (WHO) or Centers for Disease Control and Prevention (CDC) posture
SRFI #5 - Mission impacts to installation, operational forces, and tenant commands
SRFI #6- OPREP report status
Final Report - All SFRIs reported

(28) <u>Positive COVID-19 Report</u>. Any positive case of COVID-19 from installation personnel, tenant commands belonging to an installation, or any transient personnel arriving at or departing from an installation.

SRFI #1- CMD/IJIC
SRFI #2 -DOD ID#
SRFI #3 - Location
SRFI #4- Who (Rate/Rank/Gender)
SRFI #5 - Test Result/Date
SRFI #6 - Symptoms (Y/N)/Description of symptoms

SRFI #7 - Hospitalized (N/A or Date)/Intensive Care Unit (ICU) (N/A or Date)
SRFI #8 - Summary
SRFI #9- Command actions
SRFI #10 - HHQ assistance required
SRFI #11 - Mission Impact/CDR's Assessment
Final Report - All SFRIs reported

(29) Aircraft Divert. Any incident where an aircraft makes an unplanned/diverted landing at NAVSUPPACT Naples airfield, or where an aircraft intending to land at NAVSUPPACT Naples airfield lands elsewhere (i.e. at a nearby commercial airfield).

SRFI #1 - Details on incident
SRFI #2 - Mission impacts to installation, operational forces, and tenant commands
SRFI #3 - On-going/planned mitigation efforts
Final Report - All SFRIs reported

(30) Aviation Class C/D Mishap. Any Class C/D aviation mishap occurring at a NAVSUPPACT Naples.

SRFI #1 - Details on incident
SRFI #2 - Mission impacts to installation, operational forces, and tenant commands
SRFI #3 - On-going/planned mitigation efforts
Final Report - All SFRIs reported

(31) Aircraft Lasing. Any lasing or attempted lasing of an aircraft that is flying in the airspace above or in the vicinity (within view) of a Region installation, Navy leased property, critical infrastructure sites, or any U.S. Navy asset in port at a Region installation or Navy-leased facility.

SRFI #1 - Squadron/Crew/Callsign and Aircraft type
SRFI #2 - Aircraft Location
SRFI #3 - Aircraft Heading/Altitude/Airspeed/Lights
SRFI #4 - Approximate Location of Laser
SRFI #5 - Description of Laser (duration/color)
SRFI #6 - Location Laser Illumination of Aircraft
SRFI #7 - Aircraft Assessment/Reaction
SRFI #8 - Storyboard showing details
SRFI #9 - Naval Criminal Investigative Service (NCIS) notified
SRFI #10 - Host Nation Law Enforcement engagement
SRFI #11 - OPREP/SITREP Report status
SRFI #12 - Media interest
Final Report - All SFRIs reported

c. CAT III SER – E-mail. Morning turnover CCIRs. The NAVSUPPACT Naples CDO will report the following CCIRs to the NAVSUPPACT Naples XO at the morning turnover brief.

(1) <u>SAPR Spot Check (Resolved)</u>. Resolved discrepancies discovered in the random weekend or after-hours monthly SAPR spot-check and steps taken to resolve the issue.

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

8. <u>Records Management</u>

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).

9. <u>Review and Effective Date</u>. 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.

J. W. STEWART

Releasability and distribution:
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Lists: I through IV
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https://www.cnic.navy.mil/regions/cnreurafcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIR) VOICE REPORT TEMPLATE

Good (morning/afternoon/evening) (CAPT/XO/OPSO/etc.),

This is (Rank/Name), CDO

The current time is _____ (if before 0800 or after 2000).

I am calling to report trip of Category _____, CCIR - Number _____, (Delineate CAT / Number).

(Subject of CCIR) _____.

(Report) _____.

(Provide brief description. (Use BLUF (Bottom Line Up Front) from email if time permits; drafting BLUF first aids in preparation to make calm and complete reports. Include pertinent details of who, what, where, when, mission impact, likelihood of press, and any action taken by any NAVSUPPACT Naples asset.)

DO NOT include any classified information or Personal Identifiable Information (PII)

Example:

"Good morning XO."

"This is LT Doe, Command Duty Officer."

"I am calling to report trip of CCIR CAT I, Number 3, the use of deadly force at the Charlie 1, C1, CAPO front gate ECP."

"At 2135, dispatch received a radio alert from the ECP watch detailing the events that led to the use of deadly force. NCIS has been notified. No impact to mission or operations. Press interest possible. SITREP to follow. No action has been taken, pending your notification."

Enclosure (1)

COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIR) E-MAIL REPORT
TEMPLATE

To: CAPT, XO, N3, N37, Distro

Subj: CCIR CAT XX (##) (Type of report, e.g. OPREP-3 or Initial Voice Report) (Description)

Good morning Skipper,

CCIR CAT X (##) (Type of report, e.g. OPREP-3 or Initial Voice Report)

BLUF:

Additional information provided below:

    Who:
    What:
    Where:
    When:

DETAILS: (and what mitigations are being used to sustain missions?)

Mission Impact: (how are tenants and users affected?)

Way Forward: (to include estimated time of repair, when necessary. Do not use "TBD", rather
report that an update will be provided when the proper assessment is completed)

Coordination with: (NXX, JAG, OGC, C5F/C6F, CNIC HQ, etc.)

DO NOT include any classified information or Personal Identifiable Information (PII)

Enclosure (2)

COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIR) LIST

CCIR I	CCIR II	CCIR III
Attack or Active Shooter on NAVSUPPACT Installation or Facility	Media Interest	SAPR Spot Check (Resolved).
Force Protection Condition Increase	Class A/B Mishap or Significant Damage	
Deadly Force	Structural Fire	
CBRNE Event	Operational Surveillance	
Combat Engagement	NAVSUPPACT Naples or Tenant Command Generated OPREP-3 UNIT SITREP	
Major Fire Onboard a Non-Nuclear Powered Warship	Service Interruption	
Major Disaster or Incident.	Emergency Operations Center (EOC) Activation	
Continuity of Operations (COOP) Execution	Force Protection Condition FPCON Posture Modification	
Critical Injuries or Death to NAVSUPPACT Naples Personnel.	Force Protection Reduction in Readiness	
HHQ Request for Information, Immediate RFS, or RFI	External Orders	
Degradation of Operational Capability	Non-immediate RFS/RFI	
NAVSUPPACT Naples or Tenant Command Generated OPREP-3 PINNACLE or NAVY BLUE or FP-related UNIT SITREP.	Mutual Aid	
Active Media Coverage	Hazardous Material or Hazardous Waste Release	
Network or Cyber Intrusion	Significant Weather	

Enclosure (3)

CCIR I	CCIR II	CCIR III
U.S. Consulate Naples Relocation	Wildland Fire	
Pre-cautionary Changes in Volcanic (Mount Vesuvius and Campi Flegrei) Alert Levels	Suspicious Activity	
	Public Health Emergency	
	Housing (Family or Single Sailor) Incidents	
	Unresolved Sexual Assault Prevention and Response (SAPR) Spot Check	
	Sexual Assault.	
	Small Boat Mishap or Incident	
	Unmanned Aerial System (UAS) suspicious activity	
	Open Skies Notification	
	Child Development Center (CDC) Incident	
	Positive COVID-19 Report	
	Aircraft Divert	
	Aviation Class C/D Mishap	
	Aircraft Lasing	

Enclosure (1)