



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

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NAVSUPPACT NAPLES INST 1601.4G
N01

8 JUL 2013

NAVSUPPACT NAPLES INSTRUCTION 1601.4G

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

Subj: COMMAND WATCH ORGANIZATION AND STANDING ORDERS

Ref: (a) NAVSUPPACT Naples Quarterdeck Standard Operating Procedures (SOP)
(b) NAVSUPPACT NAPLES INST 11103.1C
(c) NAVSUPPACT NAPLES INST 5400.8J
(d) U.S. Navy Regulations, 1990
(e) OPNAVINST 3100.6J
(f) NAVSUPPACT NAPLES INST 3750.2C
(g) CNREURAFSWAINST 5400.1
(h) NAVSUPPACT NAPLES INST 5000.1F

Encl: (1) Definitions and Responsibilities of Command Watches
(2) Standing Orders for the Command Duty Officer (CDO)
(3) Standing Orders for the Assistant Command Duty Officer (ACDO)
(4) Standing Orders for Security Watch Commander (SWC)
(5) Standing Orders for the Command Watchbill Coordinator (CWC)
(6) Standing Orders for the Command Duty Chaplain
(7) Standing Orders for the Command Duty Casualty Assistance Calls Officer (CACO)
(8) Standing Orders for the Duty Administration
(9) General Orders to Navy Sentries and Watches
(10) General Rules for Watch
(11) Assistant Command Duty Officer (ACDO) Turnover Checklist
(12) Command Duty Officer (CDO) Turnover Checklist
(13) Assistant Command Duty Officer (ACDO) Qualification Checklist
(14) Command Duty Officer (CDO) Qualification Checklist
(15) Duty Admin Qualification Checklist
(16) COMNAVREGEURAFSWA INST 3070.1B

1. Purpose. To provide duty personnel with a concise document concerning the structure, organization, and duties of their watch. Watchstanders shall familiarize themselves with references (a) through (f). In the event of conflict between this document and official U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy publications signed after the date of this instruction, such official publications will govern. Questions concerning the watch or areas of possible conflict between this guide and other references should be referred to the Senior Watch Officer (SWO) for resolution. The CWC is responsible to the SWO for the administration and submission of watch assignments, and ensuring day-to-day assignments are fulfilled.

2. Cancellation. NAVSUPPACT NAPLES INST 1601.4F.

3. Scope. This directive applies to all NAVSUPPACT Naples watchstanders.

4. Discussion. References (a) through (h) and enclosures (1) through (15) provide detailed instructions for watch personnel.

5. Command Duty Watches. The daily command duty watch will consist of the following:

a. Command Duty Officer (CDO)

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- b. Assistant Command Duty Officer (ACDO)
- c. Security Watch Commander (SWC)
- d. Duty Chaplain/Religious Programs
- e. Casualty Assistance Calls Officer (CACO)
- f. Duty Administration (Admin)

6. General. Personnel permanently assigned to this command, or on temporary duty for a period greater than 90 days will be assigned watch duties. Additionally, tenant command personnel may be included in NAVSUPPACT Naples watch rotations subject to command-level agreements. Personnel in a Limited Duty (LIMDU) status may be assigned watch duties depending upon their limitations.

a. Quarterdeck watchstanders will wear the uniform of the day, as prescribed in reference (c). Other watchstanders may wear the working uniform when the conditions of the watch dictate.

b. Prior to being relieved, the off-going watchstander will thoroughly brief the on-coming watch. The on-coming CDO will ensure turnover checklists, enclosures (11) and (12), are properly filled out and filed on the quarterdeck.

c. Watchstanders will familiarize themselves with standing orders and instructions which assist them in the conduct of the watch. When conducting under-instruction (U/I) watches, each U/I will complete a qualification check-off list (enclosures (13) through (16)), which the CDO or CWC may sign for verification. Once check-off lists are completed for ACDO, the CWC will certify on the check-off list that they are ready to stand watch. CDOs will be certified only after a formal screening board which is convened and chaired by the SWO and the CWC.

d. This instruction is a general guide and is in no way intended to limit the responsibilities and authorities needed to take corrective action as the situation requires.

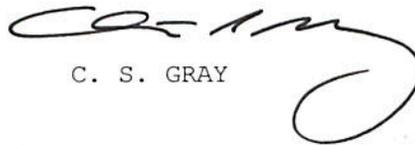
e. The CWC has direct control of the watchbill. The CWC shall consult with the SWO to resolve problems concerning the watchbill.

f. A watchstander may exchange duties with another qualified watchstander. Approval for such an exchange must be obtained from the CWC at least 48 hours prior to the watch. The CWC shall be notified by submitting a special request chit, e-mail message, or memorandum. The watchstander is responsible for ensuring the watchbill maintained on the quarterdeck is updated to reflect any approved changes. Stand-bys are permitted for a total watch only, except as specifically authorized by the CWC. Personnel on the sick list, unexpected TAD or on emergency leave shall be relieved by a watchstander designated by the CWC. The scheduled watchstander shall promptly advise the cognizant senior watchstander of inability, official or otherwise, to stand a day's duty.

7. Prerequisites. CDOs and ACDOs are required to stand at least two U/I watches. During these U/I watches, assigned personnel will remain onboard their watchstation long enough to become familiar with the watch routine, base facilities and the following instructions:

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- a. NAVSUPPACT NAPLES INST 1601.4F (Command Watch Organization and Standing Orders).
 - b. Quarterdeck SOPs and status board.
 - c. NAVSUPPACT NAPLES NOTICE 1600 (Monthly Command Watch Listing).
 - d. ACDO logbook/computer procedures.
 - e. OPNAVINST 3100.6J (Special Incident Reporting Procedures).
 - f. NAVSUPPACT NAPLES locator and recall program.
 - g. NAVSUPPACT NAPLES INST 3750.2C (Aviation Pre-mishap Plan).
8. Eligibility Requirements. Personnel assigned as CDO shall be authorized a SECRET clearance. Individuals will be granted access by the Commanding Officer to those critical areas as necessary to perform their duties.
9. Classified Material Control. The CDO is authorized to handle classified message traffic up to and including SECRET, per procedures established by the Security Manager. The individual's will be granted the appropriate clearance in JPAS for handling of classified material. A Classified Material Access List for all NAVSUPPACT Naples personnel is maintained by the Administration Department.
10. Authority. The CDO is the direct representative of the Commanding Officer and has the authority to enforce regulations and instructions on his behalf.



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Distribution:
NAVSUPPACT NAPLES INST 5216.4AA
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
[https://www.cnmc.navy.mil/Naples/About/Departments/Administration/
AdministrativeServices/Instruction/index.htm](https://www.cnmc.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm)

- 8 JUL 2013**DEFINITIONS AND RESPONSIBILITIES OF COMMAND WATCHES**

1. Senior Watch Officer (SWO). The SWO will normally be the senior Lieutenant (line officer) on board, or other individual as designated by the XO. The SWO is assigned overall responsibility for the administration of the watch organization as required by this directive. Duties include:
 - a. Overall supervision of all command watches.
 - b. Provides watch instruction for new CDOs.
 - c. Ensures all watchstanders are fully qualified and properly instructed in their duties.
 - d. Coordinates the preparation of such standing orders or standard operating procedures (SOPs) as necessary to direct watchstanders in the proper course of action to be taken to carry out responsibilities and duties of the watch.
2. Command Watchbill Coordinator (CWC). The CWC will normally be the senior enlisted Senior Chief Petty Officer on board, or other individual as designated by the XO. The CWC is responsible to the SWO for the administration and submission of watch assignments, and ensuring day-to-day assignments are fulfilled. Duties and responsibilities of the CWC are delineated in enclosure (5).
3. Department Watchbill Coordinator (DWC). Departments responsible for providing watches identified in this instruction are required to designate an individual to be the DWC. DWC will provide input for their respective watchbills to the CWC no later than the 15th of the month prior for inclusion in the command watchbill (NAVSUPPACT NOTE 1600). DWC will ensure personnel are properly qualified for the duties assigned. They will ensure proper relief for personnel assigned watches who must be relieved due to emergencies or inability to stand duty. Any changes to the departmental watchbills after submission for inclusion in the command watchbill will be coordinated with the CWC.
4. Command Duty Officer (CDO). All eligible personnel on board NAVSUPPACT Naples shall stand CDO watch. The CDO will act for and make decisions in the name of the Commanding Officer, NAVSUPPACT Naples. They have full authority to make command decisions in all situations arising on the watch. In matters of importance, and those in which policy is not established or known, the CDO will communicate with the XO and/or CO for guidance and confirmation of proposed action. Standing orders for the CDO are contained in enclosure (2).
5. Assistant Command Duty Officer (ACDO). The ACDO acts as a subordinate watch officer to the CDO and performs those duties that may be assigned by the CDO. The ACDO will stand watch in the Quarterdeck office. Standing orders for the ACDO are delineated in enclosure (3).
6. Security Watch Commander (SWC). The SWC acts as the direct representative of the Security Officer, NAVSUPPACT Naples, in the performance of their duties. The SWC reports to the CDO, Security Officer or the Deputy Security Officer for all matters pertaining to the watch. The SWC is responsible for all aspects of physical security within the greater Naples area, including the Capodichino and Gricignano Support Site complexes. The SWC is specifically charged with: aiding U.S. Armed Forces personnel ashore while ensuring compliance with applicable laws and regulations

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available; responding and rendering assistance to the CDO in times of emergency; maintaining order and security; and executing recall when required. Standing orders for SWC are delineated in enclosure (3).

7. Duty Chaplain. Specific guidance instructions for the Duty Chaplain are delineated in enclosure (6).

8. Naples Security Officer. When on board, the NAVSUPPACT Naples Security Officer is directly in charge of all security-related events, to include any crisis incidents.

9. Duty Casualty Assistance Calls Officer (CACO). The CACO has various responsibilities in the event of a death, serious illness, report of missing in action, or duty status-whereabouts unknown of NAVSUPPACT Naples and supported command military members. Standing orders are delineated in enclosure (7).

10. Duty Admin. Duty Admin is responsible for preparing message traffic and emergency leave orders outside normal working hours and on weekends. Additional duties are delineated in enclosure (8).

11. Indoctrination Watches. During the first 60 days on board this command, each prospective watchstander will receive an appropriate indoctrination briefing from the SWO or CWC and will be assigned two U/I watches. Following these two watches and prior to standing their first watch, each new watchstander will report to the SWO or CWC, who will determine their qualifications and readiness to stand independent watches. Personnel scheduled to stand an indoctrination watch will be listed on the watchbill to which they are assigned.

12. Daily Military Watch Sections. Personnel assigned duty will be in a duty status for a 24-hour period.

13. Alcoholic Beverages. Personnel shall not consume alcoholic beverages eight hours prior to assuming the watch, or at any time during the period that they have duty.

14. Reporting/Departing Personnel. Personnel will be excluded from duty, including U/I watches, for 30 days after reporting on board and for 30 days prior to departing. It is the responsibility of each watchstander as well as the DWC to notify the CWC or SWO 30 days prior to rotation.

15. Recommendation for Watchstanding Improvement. During the course of the watch, each watchstander should examine their area of responsibility in detail and submit suggestions or recommendations which would result in overall improvements or increased efficiency in watchstanding procedures. These suggestions and recommendations will be forwarded to the CWC and SWO, who will attach their evaluation of the submitted proposal.

16. Watch Rotation. The CWC will develop a watch rotation for the CDO/ACDO watchbill. Rotation may vary due to TAD or leave and to ensure equitable distribution of weekday/weekend/holiday duty. Fairness to all watchstanders will be strictly observed and monitored by the SWO. The SWO will approve watch rotation plans prior to their implementation.

17. Other Watchstanders. On occasion, it may be necessary to post additional watches, such as special security watches or parking lot watches. These watches may be established by direction of the CO, XO, SWO, or CDO. When established, these watchstanders, as all other duty personnel, will be under the direction of the CDO.

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18. Watchbill/Discrepancies. The command watchbill (NAVSUPPACT NAPLES NOTICE 1600) is published each month in advance of the duty period. The responsibility for mustering and standing a watch rests entirely with the person who is listed on the current watchbill. If there is any discrepancy with the watchbill the member listed on the watchbill will resolve the problem with the CWC prior to the muster time for the member's watch.

19. Supernumeraries. There will be two supernumeraries for each month on the CDO Watchbill; one will be assigned as primary supernumerary, and one as the secondary supernumerary. In the event of emergency leave/TAD, illness or other unexpected situation, the CWC will call-in a supernumerary to stand the CDO watch. In the event there are two watchstanders out in one month, the primary supernumerary will be called for the first event, followed by the secondary supernumerary for the second event. In the unlikely case of the three or more watchstanders out in one month, the CWC will handle filling the subsequent watches with alternate personnel on a case-by-case basis.

20. Reassigned Indoctrination Watch. At any time, personnel who the SWO feels are not performing their duties correctly and need additional training may be placed back on U/I watches until duties are performed correctly. The number of watches required will be determined by the SWO.

21. Watchstander's Meetings. At least once each month, a regularly scheduled mandatory meeting will be held with all CDOs. The meeting will be chaired by the SWO/CWC and will be used to discuss training topics, problems and additional watch duties. Weekly training for ACDOs will be coordinated by the CWC and attendance is mandatory. Topics discussed and attendance sheets will be forwarded to the SWO and maintained by the CWC.

STANDING ORDERS FOR THE COMMAND DUTY OFFICER (CDO)

1. General.

a. The CDO is an individual designated by the Commanding Officer (CO), U.S. Naval Support Activity, (NAVSUPPACT), Naples, Italy to act as his direct representative. The CDO has authority over all watchstanders within the command and shall exercise command over all situations arising during their duty day.

b. The CDO's primary function is to supervise and direct all routine command activities, tasks, and functions at NAVSUPPACT Naples, ensuring the safety, security, good order, and discipline of the command, its tenants, and its residents in the housing areas.

2. CDO Watches. All LTs, LTJGs, ENSs, CWO2, CWO3, Senior Chief Petty Officer, Chief Petty Officers, and early promote First Class Petty Officers will stand CDO watches, unless otherwise excused in writing by the Executive Officer (XO). Officers in the Chaplain Corps will stand Duty Chaplain watches instead of CDO.

3. Organizational Relationships.

a. During the performance of his duties, the CDO reports to the XO or, in his absence, the CO.

b. The following personnel report to the CDO:

(1) The ACDO watch is responsible to the CDO for the performance of assigned duties and maintenance of proper and alert watch vigilance.

(2) The SWC for the maintenance of good order, discipline, security, and processing of personnel requiring confinement or other discipline action.

(3) The Duty Chaplain and Duty Admin for matters pertaining to emergency leave, message traffic, and any administrative issues of an emergency nature.

(4) The Duty Casualty Assistance Calls Officer (CACO) for matters pertaining to personnel casualties, primarily for incidents involving severe injury or death of service member or family member.

(5) As directed, all personnel assigned extra duty or placed on restrictions.

(6) In the temporary absence of the department heads, their duty officers will report to the CDO concerning matters of command interest which affect the operation and administration of their departments.

4. Watch Hours. CDO is a 24-hour watch, from 0730 to 0730 on weekdays, weekends and holidays. The off-going and on-coming CDOs will arrive at the NAVSUPPACT Naples Quarterdeck in ADMIN I at least 30 minutes prior to relieving the watch to conduct the turnover. The CDO may retire to the bunkroom after all tours and inspections are completed. (At a minimum, tours will consist of those listed in paragraph 6 under "Security Tour of Bases"). In order to be immediately available, CDOs must sleep only in the room provided at the Capo Inn.

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5. Weekend/Holiday Duty. On the last working day before a weekend or holiday period, the on-coming CDO will specifically check with the XO for instructions to be passed to weekend/holiday quarterdeck watchstanders.

6. Security Tour of Bases. Review the Quarterdeck Pass-down Log for special instructions to the watch; review the ACDO's intended conduct of the watch with him/her; and conduct a security tour of Support Site, Capodichino, and Morale, Welfare and Recreation facilities, to include a walk-through of the common areas of the BEQs. All CDOs will be familiar with the location and layout of the Gricignano Support Site and be prepared to conduct security tours as requirements may dictate.

7. Duty Requirements. The CDO will be responsible for the proper performance of any duties assigned by the XO and for the conduct and performance of all NAVSUPPACT Naples watchstanders.

a. The CDO shall keep the CDO cellphone with them at all times. Check with the off-going CDO for any unusual events occurring during the watch.

b. The off-going CDO will ensure that the Quarterdeck adjacent areas, including the entrances to ADMIN I and ADMIN II are neat, clean, and present a proper military appearance. Weekday mornings, after being properly relieved, brief the XO on the events of the duty day. On weekends, ensure a complete and thorough pass down of all pertinent events; Sunday's off-going CDO should be well versed and able to debrief all events of the weekend on Monday morning.

c. Unless required elsewhere, the CDO should be present on the Quarterdeck at 0750, and again at sunset to observe that morning/evening colors are executed correctly and on time by the duty personnel. Every CDO should be familiar with the procedures for colors, which are promulgated by the CWC.

d. The CDO should pass any pertinent instructions to the on-coming duty section via the ACDO.

e. The CDO will screen all immediate messages received. If action is required prior to the next working day, the CDO will ensure the cognizant office is notified, and if required, recall the Duty Admin. Copies of immediate messages going to the XO must be initialed and any action taken so indicated.

f. The CDO will release messages of routine nature after normal working hours, when required. Messages not routine in nature will be cleared with the CO, XO, or cognizant department head prior to release.

g. The CDO should be thoroughly familiar with the instructions pertaining to incident reporting, such as those outlined in reference (e), and specifically familiar with reference (f), the Aviation Pre-Mishap Plan.

h. The CDO will ensure that they are kept informed of all major events and advised immediately of all emergency situations and drills. The CDO should be aware of incidents that will be a matter of record and make appropriate notifications.

i. In times of danger or emergency (actual or simulated), take action as On-Scene Commander, or as appropriate, until relieved by a senior line officer. In this regard, the CDO will remain cognizant at all times of the senior line officer aboard and will keep him/her apprised of any unusual

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events of which he/she must have knowledge. The NAVSUPPACT Naples, Security Officer, when onboard, will be placed in charge of all security-related events, to include all crisis incidents.

j. After working hours (and all day on weekends), the CDO will make the following tours/inspections (schedule permitting):

(1) General inspection of the Capodichino base.

(2) Other inspections as required (e.g., Carney Park and Lago Patria). Discrepancies and irregularities discovered during the course of inspections will be reported to the XO the following workday.

k. The CDO may grant emergency leave after working hours. American Red Cross verification is not required to grant emergency leave. The CDO will notify the cognizant department head or division officer prior to granting emergency leave. The CDO will ensure all possible assistance is given to the person going on emergency leave.

l. The CDO will refer all inquiries from the news media to the NAVSUPPACT Naples, Public Affairs Officer.

m. The CDO will regularly keep the Commander, Navy Region Europe, Africa, Southwest Asia (CNREURAFSWA) CDO and the Commander, Naval Forces Europe - Commander, Naval Forces Africa - Commander, U.S. SIXTH FLEET (CNE-CNA-C6F) Duty Officer informed per the Commanders Critical Information Requirements (CCIRs). If in doubt about when to contact the CNREURAFSWA Duty Officer or the CNE-CNA-C6F Duty Officer, call the XO or CO for guidance. CNREURAFSWA and CNE-CNA-C6F Duty Officers will be notified of all deaths or serious injury to U.S. military personnel or their dependents; the death or serious injury to an Italian national in which U.S. personnel may have been involved; any unfavorable incidents that may come to the attention of the press or higher military authority or any significant incidents involving fleet personnel. Per references (d), (g), and (h), NAVSUPPACT Naples serves as the Local Area Commander (LAC) and the Senior Officer Present (Administration). In matters of interest to all U.S. Navy personnel, especially matters affecting ships in port, the LAC and/or SOP (ADMIN) should be informed.

n. The CDO will ensure that all members of the watch have read and comply with the applicable standing orders and those instructions and procedures maintained in the duty office.

o. Review the Quarterdeck log book to ensure proper entries are made.

p. Review and maintain the CDO Pass Down Log.

q. Be familiar with Navy Regulations and pertinent portions of the UCMJ, the Watch Officer's Guide, and facility directives regarding policy, procedures, emergency bills, regulations, and take appropriate action as necessary.

r. Be familiar with and respond to current weather forecasts and inclement weather procedures.

s. Review SOPs, NAVSUPPACT Naples instructions, and other watch documentation at the start of every watch. Additionally, ensure that all watchstanders review these documents

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t. CDOs will review the aircraft ramp schedule provided by the ODO no later than 0730 and/or when changes occur. CDOs will greet all officers in paygrade 06 and above upon their arrival at, or departure from, the flight line. CDOs will personally inform the CO and XO of the scheduled arrival, departure, and/or transit through Naples of all officers in paygrades 07 and above. During the arrival and departure of senior officers the CDO will inspect the VIP lounge at the air terminal.

8. Summary. These standing orders are not limiting in nature. Attention to duty, alertness, and sound judgment are the key attributes of an effective watch. If in doubt as to the proper course of action, do not hesitate to contact the XO or CO for guidance.

a. Housing Trouble Call: When a trouble call is received from housing at the Support Site after hours the CDO will make the determination of its severity. Based on the CDO's determination will dictate if the after hours trouble call is requires immediate action or delayed to the next working day.

STANDING ORDERS FOR THE ASSISTANT COMMAND DUTY OFFICER (ACDO)

1. The ACDO Watch is a rotating watch stood by designated E-4 through E-6. The Command Watchbill Coordinator (CWC) will establish watch sections dependent upon the number of personnel assigned and promulgate a watch rotation, normally 8 or 12 hour shifts. The watch will be stood on the quarterdeck of ADMIN I. The ACDO will be present on the quarterdeck at all times.
2. The watch will be relieved at regularly scheduled times designated by the Duty Master-at-Arms usually at 0730 and 1930 daily, when in a 12-hour shift. The off-going and on-coming ACDOs will arrive at the quarterdeck at least 30 minutes prior to relieving the watch to conduct the turnover.
3. The ACDO will:
 - a. Be responsible for mustering the on-coming watch section for briefing and inspection by the Command Duty Officer (CDO) each morning.
 - b. Be kept informed of all major events and be advised immediately of all emergency situations and drills.
 - c. Be familiar with those instructions which may be required to be implemented during the watch. The ACDO will also be familiar with all other instructions which will assist in the conduct of the watch.
 - d. Maintain an official log in black ink and in naval phraseology of the chronology of the watch, recording all important information and noteworthy occurrences in the administrative and operational aspects of U.S. Naval Support Activity, Naples, Italy.
 - e. Be familiar with the computer system used on the quarterdeck especially in regards to retrieving information from the command's recall system software.
 - f. Be familiar with the procedures for and prepared to participate in morning/evening colors. In the event of the CDO not being available for colors, the ACDO is responsible for the correct and timely execution of morning and/or evening colors.
 - g. Ensure that the amplifier system used for colors and ceremonies is not utilized for any unauthorized purpose.
 - h. Assist in the processing of transient personnel as required.
 - i. Upon notification of receipt of an Immediate Action Message ensure immediate notification of the CDO, and, depending on the classification of the message, make arrangements for pick-up of the message. Recall the Duty Admin as required.
 - j. Ensure that the quarterdeck area, including the steps and entrance to ADMIN I and ADMIN II, is maintained in a neat, clean, and military-like fashion. Stragglers or personnel with no apparent official business in the area should be directed to clear the area. Skylarking, noise, or any other disturbances will not be permitted on the front entrance or in the Quarterdeck area. Personnel other than those on watch will not be permitted in the duty office unless performing an official function. Baggage and other miscellaneous gear will not be left at the duty office or the quarterdeck area.

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k. Ensure the cleanliness of the quarterdeck area and the duty office. The ACDO will be responsible for leaving the quarterdeck area in a neat and orderly condition prior to being relieved.

l. Read the Pass Down Log prior to assuming the watch.

m. Be responsible for checking personnel both on and off regular leave after working hours and on weekends and holidays. When the individual calls to check out or in from leave, enter the date, time, and name in the leave logbook.

n. Account for and maintain custody of Capodichino facility keys.

o. Muster restricted personnel as provided for on Restriction Orders. Inspect restricted personnel to ensure governing orders are followed and to ensure restricted personnel present a neat and proper military appearance.

p. When the ACDO receives a trouble call after hours from a housing unit at Support Site, they will call the CDO. The CDO will make the determination on whether or not the trouble call can wait until normal working hours.

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STANDING ORDERS FOR SECURITY WATCH COMMANDER (SWC)

1. The SWC watch is maintained at the Security Office onboard U.S. Naval Support Activity, Naples, Italy, ext. 5414 or 5589. The SWC reports to the Command Duty Officer (CDO) and the Security Officer in all matters pertaining to the watch.

2. The SWC will:

a. Be fully familiar with pertinent publications, instructions, and procedures which may affect the performance of the patrol watch section.

b. Be responsible for the performance of the patrol duty section. The SWC will also provide pertinent information to the duty section.

c. Keep the CDO appraised of any significant developments, such as crime, accidents, detention of U.S. personnel by local authorities, and other incidents which may become subject to press reports or be of interest to higher authority.

d. Inform the Security Officer of all incidents that may require their presence.

e. Carry out the standing orders and other directives issued by the Security Officer.

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STANDING ORDERS FOR THE COMMAND WATCHBILL COORDINATOR (CWC)

1. The CWC will:

a. Maintain a rotating watch assignment for all personnel assigned to the U.S. Naval Support Activity, Naples, Italy.

b. Keep the watch assignment record in neat condition and in a readily accessible place for use in their absence.

c. Assign all watches per availability of watchbills provided by divisions and departments.

d. Approve/disapprove all request chits affecting duty status for personnel assigned.

e. Assign an alternate CWC to fill the responsibility during their absence.

f. Ensure watch training is accomplished prior to assigning newly arrived personnel to their first watch. Organize and conduct monthly Command Duty Officer (CDO)/Assistant Command Duty Officer (ACDO) training.

g. Prepare and submit the CDO/ACDO watchbill to the Senior Watch Officer (SWO) by the 20th of each month.

h. Inform the SWO of any suspected any shirking of military duty by assigned personnel.

i. Submit recommendations for improvements to the SWO.

j. Perform other duties as assigned by the SWO.

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STANDING ORDERS FOR THE COMMAND DUTY CHAPLAIN

1. The Duty Chaplain will be "on call" for the U.S. Naval Support Activity, (NAVSUPPACT), Naples, Italy, Navy Region and Medical Center (NRMC) all tenant activities in the immediate Naples area.
2. The Duty Chaplain is to be contacted only in emergency situations.
3. To determine the incidents in which the Chaplain is to be called, the following guidance is given:
 - a. The Commanding Officer (CO), Executive Officer (XO), Command Duty Officer (CDO), NAVSUPPACT Naples, will determine if the Duty Chaplain should be notified.
 - b. An emergency exists when there is a death or life threatening illness or injury involving an American national(s) or family member(s). Included in this definition are grave events affecting the military community at large, such as a civil disaster or military alert, suicide or suicidal ideation.
 - c. Certain Red Cross messages request that a Chaplain be involved in some capacity. Notification is appropriate in these cases.
 - d. Requests for appointment and non-emergency messages can be taken for Chaplains and passed on at the beginning of the next working day to NAVSUPPACT Naples Chaplain's Office, extension 626-3539.
4. All Chaplains in the NAVSUPPACT Naples/NRMC area will assume a duty status for area ministry after 1630 Monday through Friday and all day on Saturday, Sunday, and holidays. This schedule is coordinated by the Command Chaplain and is promulgated in NAVSUPPACT NOTE 1600 (monthly watch notice).
5. The Duty Chaplain will be within cellular telephone distance during his official watch.
6. If there is a change to the Duty Chaplain schedule, approval will be given by the Command Chaplain through the Senior Watch Officer. The Chaplain assuming the duty for another will notify the CDO of the schedule change.
7. The Duty Chaplain will assist in delivering Red Cross messages as requested by the sender. If assistance in critical situations (death, serious illness) is needed, the Chaplain will contact the parent unit for notification and counseling.
8. If a specific denominational Chaplain is needed, it is the responsibility of the Duty Chaplain to locate one.
9. The Duty Chaplain will keep an Official Duty Log and brief the Command Chaplain of unusual events immediately. If it is deemed necessary, the Command Chaplain will notify the CO/XO.
10. In the event of a disaster requiring multiple chaplains, the Duty Chaplain is responsible for notifying the Command Chaplain and other Chaplains, as necessary.
11. It is the responsibility of the Command Chaplain or someone they designate to prepare the Duty Chaplain Watchbill and forward copies as necessary to the Command Watchbill Coordinator.

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STANDING ORDERS FOR COMMAND CASUALTY ASSISTANCE CALLS OFFICER (CACO)

1. The CACO will be on call and available to respond in the event of a death, serious illness/injury (death is imminent), missing in action or duty status-whereabouts unknown of U.S. Naval Support Activity, (NAVSUPPACT), Naples, Italy military members and Government Civil Service civilian personnel.
2. The CACO may provide assistance to NAVSUPPACT Naples military members and GS employees in the event of the death or serious illness/injury of a dependent family member living in Naples, if needed.
3. The CACO should be contacted immediately after the quarterdeck has received a confirmed report of a NAVSUPPACT Naples personnel casualty.
4. The CDO watchbill is posted on the NAVSUPPACT Naples Quarterdeck.
5. The CACO will be responsible for:
 - a. Notifying the military member's primary and secondary next-of-kin of a personnel casualty or notifying BUPERS, who will effect notification.
 - b. Drafting and releasing all personnel casualty messages.
 - c. Assisting the next-of-kin with funeral arrangements, death benefits, and any other assistance as needed.
 - d. Other duties as required and outlined in pertinent directives.
6. CACO training will be conducted annually by the NAVSUPPACT Naples CACO Coordinator in coordination with tenant command CACO representatives. The intent of CACO training is to qualify Command Duty Officer's (CDO) as CACO and to keep those CDOs already qualified as CACO abreast of any changes to the program. Attendance by all CDOs is required.

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STANDING ORDERS FOR DUTY ADMINISTRATION

The Duty Administration (Admin) will:

a. Stand a 24-hour watch from 0730 to 0730 daily except on weekends. Duty Admin Friday will maintain the watch until 0730 the following Monday. During normal work days, turnover will be conducted no later than 0730 in the Admin Office. When there is a holiday during the weekday, the duty Admin will maintain the watch until the next normal workday.

b. Remain in the ADMIN I Building during normal working hours (0730-1600). At 1600, the Duty Admin will relieve the Commanding Officer's Secretary of her/his duties. The Duty Admin will depart NAVSUPPACT Naples only after being dismissed for the day by the CO/XO or, in their absence, by the Admin Officer/Admin LCPO. Duty Admin will inform the Quarterdeck prior to departing Bldg Admin I.

c. Retain an official duty cell phone for contact and recall. The duty cell phone will be kept on, in their possession, and charged at all times.

d. Have a SECRET clearance and possess a courier card.

e. Have a thorough knowledge of reference (e) and any other directives pertaining to special incident reporting.

f. Have a thorough knowledge of message writing and releasing procedures utilizing Navy Interface for Command Email. Be available for the preparation of any outgoing message traffic.

g. Have a thorough knowledge of Temporary Additional Duty order writing procedures utilizing the ATOS software. Be available for the preparation of any emergency leave orders encountered during the watch.

h. Keep the Command Duty Officer (CDO) or Assistant Command Duty Officer informed of their whereabouts at all times.

i. Not consume any alcohol while on a duty status or eight hours prior to the watch. Duty Admin will notify the CDO and the Admin Officer/Admin Leading Chief Petty Officers of any situation that would hinder their ability to stand the Duty Admin watch.

j. Ensure that security checks of all assigned spaces are completed prior to departing the ADMIN I Building at the end of the workday.

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GENERAL ORDERS TO NAVY SENTRIES AND WATCHES

1. To take charge of this post and all U.S. Government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the Guard House than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Executive Officer, Command Duty Officer (CDO), Assistant Command Duty Officer (ACDO), Officers and Petty Officers of the watch only.
7. To talk to no one except in the line of duty.
8. To give alarm in case of fire or disorder.
9. To call the CDO in any case not covered by instructions.
10. To salute all officers and colors and standards not cased.
11. To be especially watchful at night and during the time of challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

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GENERAL RULES FOR WATCH

1. Always wear a clean, sharp-looking uniform.
2. Ensure you know all Standard Operating Procedures used by your watch station.
3. Be knowledgeable of all U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Instructions pertaining to your watch.
4. Do not allow personnel to leave objects on the quarterdeck (except items for flag officers).
5. Ensure that you are familiar with message traffic distribution and action requirements.
6. Be courteous and respectful to all personnel regardless of grade or position.
7. Remember - you are the command's first line representative. How you present yourself reflects on the command.
8. Attention to duty, alertness, and sound judgment are the key attributes of an effective watch. If in doubt as to the proper course of action, do not hesitate to contact that officer having cognizance in the area of concern or the NAVSUPPACT Naples Command Duty Officer.

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Date: _____

ASSISTANT COMMAND DUTY OFFICER TURNOVER CHECKLIST

<u>Items</u>	<u>Initials</u>
1. Computer Recall Access	_____
2. Quarterdeck Standard Operating Procedures Binder	_____
3. Current Alpha Roster / Recall Binder	_____
4. Status Board Updated (SOPA Update Phone # 626-4301)	_____
5. Cleanliness of Quarterdeck and Capodichino Landing	_____
6. Assistant Command Duty Officer Standing Orders	_____
7. Key Inventory / Key Log Verified	_____
8. Admin I Fire Alarm (Operational: Y / N)	_____
9. Computer (Operational: Y / N)	_____
10. Public Announcement System (Operational: Y / N)	_____
11. Time of Sunset _____	_____
12. CD Player (Operational: Y / N)	_____
13. Log Books (Pass Down Log, Restricted Personnel)	_____
14. Blank Emergency Travel Orders (Military/Civilian)	_____
15. First Aid Kit	_____
16. Assistant Command Duty Officer Badge	_____
17. Quarterdeck Locker Room Cleanliness	_____
18. Refrigerator and Coffee Mess (Cleanliness)	_____
19. Check In / Out Stamp	_____
20. Ramp Parking Schedule	_____

	<u>Printed Name</u>	<u>Signature</u>
Assumed Duties as ACDO	_____	_____
Properly Relieved as ACDO	_____	_____

8 JUL 2013

DATE: _____

COMMAND DUTY OFFICER TURNOVER CHECKLIST

- | <u>Items</u> | <u>Initials</u> |
|--|-----------------|
| 1. Assistant Command Duty Officer Turnover Completed | _____ |
| 2. Quarterdeck Standard Operating Procedure Manual | _____ |
| 3. Quick Reference Guide | _____ |
| 4. Message Instruction Guides (2) | _____ |
| 5. Verified Command Duty Officer (CDO)/Pass Down Log | _____ |
| 6. Restricted Personnel | _____ |
| 7. Recall Binder | _____ |
| 8. Ships in Port (Y / N) | _____ |
| 9. Senior Officer Present Afloat Verified | _____ |
| 10. Ramp Parking Schedule (VIP'S Noted) | _____ |
| Name: _____ Time: _____

_____ | |
| 11. NAVSUPPACT Daily Flight Schedule (Station C26'S) | _____ |
| 12. Cell Phone/Charger/CDO Badge | _____ |
| 13. Key Box Inventory | _____ |
| 14. Commanding Officer/Executive Officer Onboard | _____ |
| 15. Region Operation Center Daily Report | _____ |

	<u>Printed Name</u>	<u>Signature</u>
Assumed Duties as CDO	_____	_____
Properly Relieved as CDO	_____	_____

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ASSISTANT COMMAND DUTY OFFICER QUALIFICATION CHECKLIST

Name: _____ Rank: _____

1. Under Instruction Watches

Date: _____ ACDO Signature: _____

2. Qualifications

Qualifying ACDO

Signature Date

- | | | |
|--|-------|-------|
| a. Special Incident Reporting
SITREP, NAVY BLUE, OPREP 3 PINNACLE | _____ | _____ |
| b. Message Handling/Immediate
Action Messages | _____ | _____ |
| c. Restricted Personnel Requirements | _____ | _____ |
| d. Keys | _____ | _____ |
| e. Public Works Housing Emergency Service | _____ | _____ |
| f. Transportation Requirements | _____ | _____ |
| g. Colors Procedures | _____ | _____ |
| h. Fire Alarms | _____ | _____ |
| i. Severe Weather Conditions | _____ | _____ |
| j. Medical Emergencies | _____ | _____ |
| k. Bomb Threats/Suspicious Packages | _____ | _____ |
| l. Red Cross Emergencies | _____ | _____ |
| m. Communications Systems | _____ | _____ |
| n. PCS Reporting Procedures | _____ | _____ |
| o. Transient Personnel Procedures | _____ | _____ |
| p. Watchbills | _____ | _____ |
| q. Personnel Locator/Recall | _____ | _____ |
| r. ACDO Log Book Required Entries | _____ | _____ |
| s. Leave Papers | _____ | _____ |

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ASSISTANT COMMAND DUTY OFFICER QUALIFICATION CHECKLIST

- t. Quarterdeck SOPs _____
- u. Pass Down Log Procedures _____
- v. CAPO Theater Key Check-out Procedures _____
- 4. Duty Personnel Relationships and Responsibilities
- a. Assistant Command Duty Officer _____
- b. Security Watch Commander _____
- c. Duty Chaplain _____
- d. Duty Admin _____
- e. Casualty Assistance Calls Officer _____
- f. Duty Public Works Officer/Duty Seabee _____
- g. Duty Supply _____
- h. Command Duty Officer _____

Qualified: _____ CO: Date: _____

Recommended: _____ XO: Date: _____

Recommended: _____ SWO: Date: _____

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COMMAND DUTY OFFICER QUALIFICATIONS CHECKLIST

Name: _____ Rank: _____

1. Under Instruction Watches

Date: _____ CDO Signature: _____

2. Security Clearance Eligibility

Command Security Manager

3. Qualifications

CDO Initials Date

- a. Special Incident Reporting
SITREP, NAVY BLUE, OPREP 3 PINNACLE _____
- b. Message Handling/Immediate
Action Messages _____
- c. Restricted Personnel Requirements _____
- d. Keys _____
- e. Public Works Housing Emergency Service _____
- f. Transportation Requirements _____
- g. Colors Procedures _____
- h. Fire Alarms _____
- i. Severe Weather Conditions _____
- j. Medical Emergencies _____
- k. Bomb Threats/Suspicious Packages _____
- l. Red Cross Emergencies _____
- m. Aircraft Ramp Procedures/VIPS _____
- n. Communications Systems _____
- o. Medical Evals/BACs _____
- p. Base Rounds _____
- q. PCS Reporting Procedures _____
- r. Transient Personnel Procedures _____
- s. Reserve Reporting Procedures _____
- t. Secured Boating _____
- u. Disaster Preparedness Activation _____

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- v. Aircraft Pre-Mishap Plan _____
- 4. Duty Personnel Relationships and Responsibilities
 - a. Assistant Command Duty Officer _____
 - b. Security Watch Commander _____
 - c. Duty Chaplain _____
 - d. Duty Admin _____
 - e. Casualty Assistance Calls Officer _____
 - f. Duty Public Works Officer/Duty Seabee _____
 - g. Duty Supply _____

5. Oral Qualification Board

Recommended _____ CWC Date _____

Recommended _____ SWO Date _____

6. Designation Letter _____ Admin Date _____

7. Qualified _____ CO Date _____

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DUTY ADMIN QUALIFICATION CHECKLIST

Name: _____ Rate/Rank: _____ Date: _____

1. Under Instruction Watches:

Date: _____ Duty Admin Signature: _____

2. Qualifications

Qualifying Duty Admin

Signature Date

- a. Special Incident Reporting
 - (1) OPREP 3 Pinnacle
 - (2) Navy Blue
 - (3) Unit Sitrep
 - (4) Blue Dart
- b. Emergency Leave
 - (1) Qualifying family member
 - (2) DTS order preparation & funding
- c. Message Traffic: drafting/releasing messages
- d. Commanding Officer (CO) Office
 - (1) CO/ Executive Officer (XO) Calendar
 - (2) Phone Etiquette/Office Protocol
 - (3) Coffee preparation
- e. Duty Cell Phone Menu functions/usage
- f. Security checks
 - (1) CO/XO's Office
 - (2) Admin Office SECRET Room/Central Files
 - (3) CMC Office
 - (4) Training Office
- g. Security Clearance SECRET Access granted
- h. Courier Card for Classified material transport/safeguard
- i. C4I Access

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3. I hereby certify that I have stood three under-instruction watches and have completed all of the qualification standards listed in paragraph 2:

MEMBER'S SIGNATURE

Date

4. Service member has satisfactory passed a Duty Admin Oral Qualification Board.

Recommended _____ ADMIN DEPT LPO Date _____

Recommended _____ ADMIN DEPT LCPO Date _____

Qualified _____ ADMIN OFFICER Date _____

Copy to:
Division Officer's Notebook

- 8 JUL 2013



DEPARTMENT OF THE NAVY

COMMANDER

NAVY REGION EUROPE AFRICA SOUTHWEST ASIA

FSC 817 BOX 108

FPO AE 09622 0108

COMNAVREGEURAFSWAINST 3070.1B

N3

22 OCT 2012

COMNAVREGEURAFSWA INSTRUCTION 3070.1B

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

Ref: (a) OPNAVINST F3100.6J
(b) OPNAVINST 5100.23G
(c) CNIC NOTE 5214
(d) CNICINST 1752.2

Encl: (1) CCIR Voice Report Template
(2) E-mail Report Template
(3) CCIR Reporting Matrix

1. Purpose. Provide guidance to the Commander, Navy Region Europe, Africa, Southwest Asia (CNREURAFSWA) Headquarters (HQ), the Region Watch, the CNREURAFSWA Command Duty Officer (CDO), and CNREURAFSWA Installation Commanders on events requiring notification to the CNREURAFSWA Commander and Commander, Naval Installations Command (CNIC) leadership.
2. Cancellation. COMNAVREGEURAFSWAINST 3070.1A.
3. Policy. This instruction provides guidance and direction for all CNREURAFSWA Regional Watch Teams (RWT), Command Duty Officers (CDO), and CNREURAFSWA installation Commanding Officers (COs) during the execution of operations throughout all activation levels. The RWT supports all Navy assets in the Region to ensure the protection of life and property from the threat of terrorism, crime, fires, natural or man-made disasters, and other emergencies.
4. Responsibilities. CNREURAFSWA Operations (N3) is responsible for ensuring this instruction, to include CCIRs, is reviewed annually and updated as required.
 - a. A primary responsibility of the RWT and CNREURAFSWA installation Emergency Operations Centers is ensuring timely notification of all incidents (e.g., terrorist attacks, explosive events, natural disasters, severe weather or other events impacting operations or the Navy Family) and to coordinate responses with Navy, DoD, and other governmental agencies.

b. The RWT Battle Watch Supervisor (BWS) is responsible for reporting all tripped CAT I CCIRs to the CNREURAFSWA Chief of Staff first, then notifying the CNREURAFSWA N3 followed by notification to the Command Duty Officer (CDO). The CNREURAFSWA Chief of Staff is responsible for notifying the Region Commander. In the absence, or unavailability of the CNREURAFSWA Chief of Staff, the BWS will notify the CNREURAFSWA N3 who will then notify the Region Commander.

c. CNREURAFSWA Installation Commanders are responsible for providing CCIRs within their area of responsibility to the CNREURAFSWA RWT. Installation CCIRs should mirror this notice and include installation specific reporting criteria.

5. Background

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

b. CNREURAFSWA provides support to seven installations on three continents and has a responsibility to provide timely situational awareness reporting to CNIC leadership regarding events involving CNREURAFSWA installation operations both directly and indirectly. This reporting supports decision making and CNIC notification.

c. CCIRs are key elements of information required by the Commander that directly affect his decision making and dictate the successful execution of military operations. CCIRs are sub-categorized for reporting purposes into two separate Categories (CAT); CAT I (immediate voice report and immediate e-mail) and CAT II (immediate e-mail). E-mail reports must be timely and provide as complete a situational picture as possible. Reports should include who, what, when, where, and why in a standard format. The need for complete information must be balanced with the timeliness of the report. Amplifying information must include ongoing action and impact to mission.

d. All tripped CCIRs will be reported through the daily CNREURAFSWA brief and the CNREURAFSWA afternoon update brief.

e. This instruction cannot discuss every possible event requiring notification. The RWT shall use sound judgment to appropriately catalog events and make appropriate notifications. When determining precedence, the RWT should consider the following:

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- (1) What do I know and who else needs to know?
- (2) What is the potential for media interest?
- (3) Does this reflect negatively on the Navy or Region?
- (4) Does the information/event meet a CNREURAFSWA CCIR?
- (5) Does the information/event meet the requirements for reporting in accordance with OPNAVINST 3100.6 or require an Urgent Notice via C4I Portal?

6. Reporting Requirements

a. CAT I - Immediate Voice Report and Immediate E-Mail CCIRs. The CNREURAFSWA RWT shall immediately report, without delay, and regardless of the hour, the following CCIRs by voice report to the CNREURAFSWA Chief of Staff (CoS) and then the CNREURAFSWA N3. Initial voice reports are followed through with an e-mail with minimal delay. The e-mail distribution includes the Region Commander, CoS, Command Master Chief (CMDCM), N3, and approved internal CNREURAFSWA N-Codes and Special Assistants. For the CCIR voice report template, see enclosure (1). For the CCIR e-mail report template, see enclosure (2). For the CNREURAFSWA reporting matrix, see enclosure (3).

(1) Installation Attack. Indications of an impending or actual attack against any CNREURAFSWA installation.

(2) Combat Engagement. Any attack worldwide involving the United States or combat engagement between U.S. Forces and any adversary not due to operations already known to be in progress worldwide, including use of deadly force as a result of force protection.

(3) CBRNE Event. Any hostile Chemical, Biological, Radiological, Nuclear, or high-yield explosive (CBRNE) accident, incident, or event worldwide involving U.S. Forces.

(4) Deadly Force. Any use of deadly force by security personnel on a CNREURAFSWA installation.

(5) DEFCON or COGCON Change. Defense Readiness Condition (DEFCON) or Continuity of Government Condition change.

(6) Class A or Class B Mishap. Any Class A, or Class B mishap meeting the criteria delineated in reference (a) involving a ship, submarine, or aircraft that occurs on a CNREURAFSWA installation or in the CNREURAFSWA AOR.

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

(8) Continuity Of Operations (COOP) Execution. The execution of a CNREURAFSWA installation COOP, or any situation that may warrant the execution of the CNREURAFSWA HQ COOP Plan.

(9) Critical Injuries or Loss of Life to CNREURAFSWA Personnel. Any occurrence resulting in critical (life threatening) injuries or loss of life to persons assigned to CNREURAFSWA.

(10) Higher Headquarters Request for Information. Direct requests for information on CNREURAFSWA responsibility or mission that are first directed to CNREURAFSWA RWT by Higher Headquarters such as CNIC, U.S. European Command (EUCOM), Africa Command (AFRICOM), Central Command (CENTCOM), Commander, U.S. Naval Forces, Europe (NAVEUR), Commander, Naval Forces Africa (NAVAF), and Commander, U.S. SIXTH Fleet.

(11) Emergent RFS or RFI. Emergent Requests For Services (RFS) or Requests For Information (RFI) from a CNREURAFSWA installation or operational customer.

(12) SAPR Spot Check. Unresolved problems with the weekend or after hours quarterly Sexual Assault Prevention and Response (SAPR) spot check conducted by the RWT that cannot be corrected within four hours per reference (d). Any contact validation failure identified by the CNREURAFSWA RWT during their monthly spot checks and prior month failure checks that cannot be corrected within four hours per reference (d). The voice notification to CNREURAFSWA may wait until normal daylight hours.

b. CAT II - Immediate E-mail CCIRs. The CNREURAFSWA RWT shall report the following CCIRs electronically via e-mail to CNREURAFSWA, CoS, CMDCM, N3, and approved internal CNREURAFSWA N-Codes and Special Assistants with minimal delay. For the CCIR e-mail report template, see enclosure (2). For the CNREURAFSWA reporting matrix, see enclosure (3).

(1) Media Interest. Incidents involving a CNREURAFSWA installation, or personnel aboard a CNREURAFSWA installation, that have, or are anticipated to generate, negative national media coverage, could cause significant embarrassment to the Navy, or will generate Chief of Naval Operations (CNO) interest.

(2) FPCON Change. Force Protection Condition (FPCON) change or direction to significantly change force protection posture on a CNREURAFSWA installation to exclude an exercise or installation training FPCON change.

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

(4) INFOCON Change. Any change in Information Condition (INFOCON).

(5) Significant Damage. Any incident causing significant damage (\$100,000 or more) on a CNREURAFSWA installation or anywhere within CNREURAFSWA's area of responsibility.

(6) Death or Critical Injury. Any death, critical injury, or resuscitation attempt that involves Navy military personnel ashore, their dependents, CNREURAFSWA, and CNREURAFSWA installation civilian or contract personnel, as well as any civilian death on an installation with the following caveat: Reports are NOT required if death, injury or resuscitation attempt involves either natural causes or war-related injuries while hospitalized.

(7) Unauthorized Access. Any attempt to gain unauthorized access to a CNREURAFSWA installation involving potential criminal or terrorist threat.

(8) CNREURAFSWA Generated OPREP-3. Any operations report (OPREP)-3 incident according to reference (a) involving CNREURAFSWA personnel at the O-6 level and above. All other OPREP incidents will be reported based on the nature of the incident and corresponding organization.

(9) Leadership Death. Death of a key leader in the CNREURAFSWA chain of command. Examples include the President of the United States, Vice President of the United States, Secretary of Defense, Secretary of the Navy, Chief of Naval Operations, CNIC Commander, or CNREURAFSWA installation Commanding Officer.

(10) External Orders. Emergent (non-routine) orders (WARNORD, PLANORD, DEPOD) that will affect forces assigned to, or located on, a CNREURAFSWA installation from the Joint Chiefs of Staff, Component Commanders, or Navy Component Commanders.

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(11) Non-emergent RFS/RFI. Non-emergent Requests For Services (RFS) or Requests For Information (RFI) from a CNREURAFSWA installation or operational customer.

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

(13) Power Outage Affecting One-Net. Any power outage that may cause a disruption of One-Net services for any length of time.

(14) EOC Stand-Up. Any incident likely requiring the stand up of the CNREURAFSWA Crisis Action Team, or a CNREURAFSWA installation EOC, or the evacuation of a CNREURAFSWA installation EOC, excluding routine fire alarms.

(15) Condition Change Completion. Completion of required installation actions for a change in DEFCON, FPCON, INFOCON, or weather conditions of Readiness unless otherwise noted.

(16) Mutual Aid. Significant mutual aid events involving search and rescue, Navy Fire & Emergency Services, or Navy Explosive Ordnance Disposal (EOD) teams. Criteria also include significant fire or medical response occurring outside a CNREURAFSWA installation fence-line in which Fire & Emergency Services personnel provide assistance.

(17) Earthquake Notification. An earthquake that occurs in the CNREURAFSWA AOR that is 5.0 on the Richter scale or greater. Any earthquake in the CNREURAFSWA AOR that causes damage to a CNREURAFSWA installation.

(18) Non-Hostile Gate Runner. Non-Hostile gate runner, non-hostile port security breach, unsubstantiated threats against Navy property or personnel, and suspicious packages.

(19) FP Reduction in Readiness. Significant degradation or reduction in readiness affecting a CNREURAFSWA installation's ability to satisfy current force protection mission requirements (e.g. degradation of Entry Control Point bollards).

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(20) Civil Disturbances. Civil disturbances directed at U.S. Forces in the vicinity of a CNREURAFSWA installation.

(21) Network Intrusion. Detection or discovery of any significant intrusion into a classified or unclassified computer network at CNREURAFSWA, or a CNREURAFSWA installation Headquarters.

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



A. E. GATANI

Distribution:
Electronically only via CNREURAFSWA website
<https://g2.cnic.navy.mil/TSCNREURAFSWA/N00/N00C/Administration%20%20Instructions/Forms/AllItems.aspx>

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CCIR Voice Report Template

Good (morning/afternoon/evening) (Admiral/Chief of Staff/etc.),

This is (Mr. /Mrs. /Ms. /Rank) (_____), Region Battle Watch
Supervisor (or Command Duty Officer). The current time is
_____.

I am calling to report CCIR number (____), (Subject of
CCIR _____)
reporting (give a brief description of incident. Include
pertinent details; who, what, where, when, mission impact,
likelihood of press interest, and any action taken by originator
or CNREURAFSWA. DO NOT include classified information.)

Example: Good morning Admiral,

This is LT Smith, Command Duty Officer. The current time is
2150.

I am calling to report CCIR number 5.a.4, the use of deadly
force at _____.

At 2135, the ROC received an e-mail alert from _____ at
_____ detailing the events that led to the use of deadly
force. No action has been taken, pending your notification.

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CCIR Email Report Template

Subject: CCIR Number (____) (Type of report, e.g. OPREP-3 NB, phone call, e-mail, message, etc.)

BLUF: (Provide brief one sentence summary of event)

Details: Give a brief description of the incident. Include pertinent details such as who, what where, when, mission impact, likelihood of press interest and any action taken by originator or CNREURAFSWA. DO NOT include classified information.

CNREURAFSWA IMPACT: Describe action taken, if no impact - state "None" provided for Situational Awareness only

Example:

To: REGCOM, COS, N3, N37

Subj: CCIR NUMBER 2.G. FORECAST OF POTENTIALLY DESTRUCTIVE WEATHER

BLUF: Tornado Warning for NS Rota

Details: At 2135L the 21st Air Force issued a destructive winds warning for the NS Rota Area. A strong line of storms moving NNE at 58 MPH will be over the installation at approx 2150L. The Battle Watch Supervisor is contacting the NS Rota CDO and posting an urgent notice on C4I. The BWT will continue to monitor this situation and provide updates.

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CNREURAFSWA Reporting Matrix	<u>Category</u>	Voice Report CCIR	Email CCIR	Daily Brief
5.a.1 Installation Attack	I	X		X
5.a.2 Combat Engagement	I	X		X
5.a.3 CBRNE Event	I	X		X
5.a.4 Deadly Force	I	X		X
5.a.5 DEFCON Change	I	X		X
5.a.6 Class A or B Mishap	I	X		X
5.a.7 Major Disaster	I	X		X
5.a.8 COOP Execution	I	X		X
5.a.9 Critical Injuries or Loss of Life to CNREURAFSWA HQ Personnel	I	X		X
5.a.10 HHQ Request for Information	I	X		X
5.a.11 Emergent RFI/RFS	I	X		X
5.a.12 SAPR spot-check	I	X	X	X
5.b.1 Media Interest	II		X	X
5.b.2 FPCON Change	II		X	X
5.b.3 Operational Surveillance	II		X	X
5.b.4 INFOCON Change	II		X	X
5.b.5 Significant Damage	II		X	X
5.b.6 Death or Critical Injury	II		X	X
5.b.7 Unauthorized Access	II		X	X
5.b.8 CNREURAFSWA Generated OPREP- 3	II		X	X
5.b.9 Leadership Death	II		X	X
5.b.10 External Orders	II		X	X
5.b.11 Non-Emergent RFS/RFI	II		X	X
5.b.12 Service Interruption	II		X	X
5.b.13 Power Outage Affecting One- Net	II		X	X
5.b.14 EOC Stand-Up	II		X	X
5.b.15 Condition Change Complete	II		X	X
5.b.16 Mutual Aid	II		X	X
5.b.17 DSCA Mutual Aid	II		X	X
5.b.18 Non-Hostile Gate Runner	II		X	X
5.b.19 Reduction in Readiness	II		X	X
5.b.20 Civil Disturbances	II		X	X
5.b.21 Network Intrusion	II		X	X