



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 3100.1B
N00
7 Aug 17

NSTC INSTRUCTION 3100.1B

From: Commander, Naval Service Training Command

Subj: STANDARD OPERATING PROCEDURES FOR SPECIAL INCIDENT
REPORTING

Ref: (a) OPNAVINST 3100.6 (series)
(b) CNO WASHINGTON DC 202206Z Apr 12 (NAVADMIN 136/12)
(c) CNO WASHINGTON DC 072310Z Sep 12 (NAVADMIN 272/12)
(d) COMUSFLTFORCOM Norfolk VA 251818Z Sep 13
(e) COMUSFLTFORCOM Norfolk VA 181302Z Jul 14
(f) NSTCINST 1752.1
(g) OPNAVINST 5354.1 (series)
(h) SECNAVINST 1610.2 (series)

Encl: (1) [Example OPREP-3](#)
(2) [NICE Power Point SOP](#)

1. Purpose. To establish guidelines and procedures for the notification and submission of special incident reports in the Naval Service Training Command (NSTC) domain.
2. Cancellation. NSTCINST 3100.1A.
3. Discussion. Reference (a) is the governing instruction for special incident reports (OPREP-3 reports). Commands shall use reference (a) as a guide to determine if a report is required, type of report, report format, and report timeliness requirements. References (b) through (e) provide amplifying guidance for submitting OPREP-3 reports. References (f) through (h) provide amplifying guidance regarding sexual assault incidents, sexual harassment complaints, and hazing, respectively.
4. Notifications. During normal business hours, make initial reports to the NSTC (CoS) at 847-688-3400. Initial reports outside of normal business hours shall be made to the NSTC Command Duty Officer (CDO) by calling 847-772-2309. The NSTC CoS will ensure that the appropriate NSTC staff members are notified of relevant reports, including Commander, NSTC (CNSTC); Flag Secretary; NSTC Staff Judge Advocate; Command Master Chief; Command Climate Specialist; Safety Manager; Drug and Alcohol Program Advisor; Alcohol and Drug Control Officer; Sexual Assault, Prevention, and Response Manager; CDO; Anti-Terrorism and Force Protection Manager; Victims Witness Assistance Coordinator; and, when directed by CNSTC or

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Acting CNSTC, Commander, Naval Education and Training Command (NETC) and appropriate NETC staff members.

5. Naval Junior Reserve Officers Training Corps (NJROTC), Navy National Defense Cadet Corps (NNDCC), and Naval Reserve Officers Training Corps (NROTC) programs.

a. The CoS or Acting CoS shall be notified of all NJROTC, NNDCC, and NROTC incidents that require an OPREP-3 report by email or voice report and follow-up email, as appropriate. NROTC units shall make their reports via Director, Officer Development (OD) or Deputy Director, OD, however, urgent reports should not be delayed if OD is unable to be reached. Misconduct by military staff or officer candidates (Seaman to Admiral-21 and Marine Corps Enlisted Commissioning Education Program (MECEP) students) must be reported to the NSTC DEPCOM or CoS as soon as possible, including sexual assault, hazing, fraternization, sexual harassment, misuse of government resources or property, or other actions that may result in damaging news coverage.

b. The CoS will review and approve all NJROTC, NNDCC, and NROTC OPREP-3 reports prior to release, including follow-up messages, to maintain consistency in reporting across units in those programs. NSTC Flag Admin may release DEPCOM or CoS approved OPREP-3 reports for units that are temporarily unable to do so when directed by DEPCOM, CoS, or Flag Secretary. If commands/directorates are uncertain if an incident warrants an OPREP-3 report, that determination will be made by the NSTC DEPCOM and/or CoS during the initial report.

c. A reportable incident, as defined by reference (a), involving an NROTC midshipman or NJROTC/NNDCC cadet does not normally require an OPREP-3 report unless media interest is anticipated or while the midshipman is on active duty, e.g. Midshipman Summer Training.

d. Misconduct by NJROTC/NNDCC instructors during unit-related activity, or that which may be reported in the media in connection with either program, shall be reported by Citizenship Development via OPREP-3.

e. Navy fraternization policies do not apply to midshipmen- to-midshipmen relationships or officer candidate-to-midshipmen relationships. However, while on active duty, midshipmen are subject to the rules regarding behavior set by ship and installation commanding officers while on Midshipman Summer Training.

6. Officer Training Command Newport (OTCN) and Recruit Training Command (RTC).

a. Incidents involving military staff or students requiring an initial OPREP-3 report must be reported to the NSTC DEPCOM and/or CoS as soon as possible. This report should be made prior to releasing the OPREP-3. Incidents requiring OPREP-3 reporting include sexual assault, hazing, fraternization, sexual harassment, misuse of government resources or property, or other actions that may result in damaging news coverage.

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b. OTCN/RTC follow-up messages do not need to be approved by NSTC prior to release unless a significant change has occurred that may result in damaging new coverage. NSTC will provide a courtesy review if desired.

7. Unit Admin. Commands shall develop internal procedures regarding after-hours incidents, internal notification of command collateral duty officials, sequential numbering of reports, retain copies, ticklers for follow-up and close-out reports, and access to relevant reporting systems.

8. OPREP-3 Procedures.

a. Enclosure (1) provides the format for an example OPREP-3, including the 25-point “Incident Identification and Details” section as updated by reference (e).

b. Within the NSTC domain, most OPREP-3 reports will be NAVY UNIT SITREPS. Per page B-1 of reference (a), the primary difference between a UNIT SITREP and a NAVY BLUE is the potential for media interest.

c. Navy Interface for Command Email (NICE). Enclosure (2) provides step-by-step procedures for drafting and releasing OPREP-3 reports via the NICE system. The NICE system does not require NMCI access, and all commands, including NROTC units, should have the ability to draft and release messages. For all units in the NSTC domain, contact NSTC N6 at 847-688-4509 x410 when those with access or who require access arrive/depart the command and with any questions regarding message release capabilities.

d. Sequential Numbering. Per page 2-11 of reference (a), command OPREP-3 reports, in field 3 of the “MSGID” set, are serialized in sequence by incident, beginning with 001, which is assigned to the first incident of each calendar year. Subsequent record message reports concerning a specific incident are assigned successive suffixes, e.g., 001A, 001B, 001C.

e. Addressees. Per reference (e), send all OPREP-3 reports “to” COMUSFLTFORCOM NORFOLK VA. Appendix B of reference (a) provides further guidance regarding “to” and “info” addressees based on type of incident. “Info” NETC PENSACOLA FL and NSTC GREAT LAKES IL on all OPREP-3 reports. OPREP-3 reports on midshipmen and NROTC officer candidates shall also “info” OFFICER DEVELOPMENT PENSACOLA FL. OPREP-3 reports on active duty Marines, including MECEP students, will also go “to” CMC WASHINGTON DC. OPREP-3 reports on active duty Marine staff, MECEP students, and Marine-option Midshipmen will include CG MCRC QUANTICO VA as an “info” addressee. “Info” the alleged offender’s command if the offender is from another command.

f. Initial Reports.

(1) Do not delay initial reports to gather complete information. Follow-up reports, as required, and final reports may provide additional details.

(2) Initial reports should include command Unit Identification Codes (UICs), the name of the alleged offender’s command, and demographic information.

(3) Reference (f) and the NSTC homepage, available at <http://www.netc.navy.mil/nstc/index.asp>, provide detailed guidance on sexual assault standard operating procedures for the NSTC domain. For domestic violence, suicidal behavior, and any incident involving a firearm, include the date and location of the service member's most recent operational, expeditionary, or individual augmentation assignment.

(4) For motorcycle mishaps, include the type/model of the motorcycle involved, whether personal protective equipment was used by including a yes or no for each item (head, eye, foot, and protective clothing), whether the operator had a valid motorcycle license or permit, and list all motorcycle safety courses attended and dates of completion.

(5) For incidents that involve a victim and offender at separate commands, the victim's unit will normally submit the OPREP-3 and provide any follow-up reports.

(6) Smaller units should limit a victim's identifying information, in accordance with reference (e).

g. Follow-up and Close-out Reports.

(1) Follow up reports shall retain all information provided in the initial and any previous follow up reports.

(2) Per reference (g), equal opportunity reports must be updated no later than every 21 days.

(3) Per references (e) and (f), sexual assault reports require a monthly update, without exception. "Unknown" lines from the original report should generally be completed by the first monthly update.

(4) Other OPREP-3 reports should be updated as new information is available. There is no periodic update requirement.

(5) If the initial report is not marked as a "final" report, a subsequent close-out report is required.

h. Sexual Assault Report Requirements.

(1) Include the name, command, and contact information of the Judge Advocate consulted.

(2) NCIS or other local jurisdiction case number shall be in the first update to all SAPR reports.

(3) The incident line shall specify "SEXUAL ASSAULT (PENETRATION)," "SEXUAL ASSAULT (CONTACT)," OR "SEXUAL ASSAULT (UNKNOWN)."

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(4) Follow-up and final reports will include as much information as possible, including status of military protective orders, status of transfer/reassignment/disenrollment of victims or offenders, whether the victim requested an expedited transfer, etc. Reports should not include details that may re-victimize the victim.

A handwritten signature in black ink, appearing to read 'S. C. Evans', with a stylized flourish at the end.

S. C. EVANS

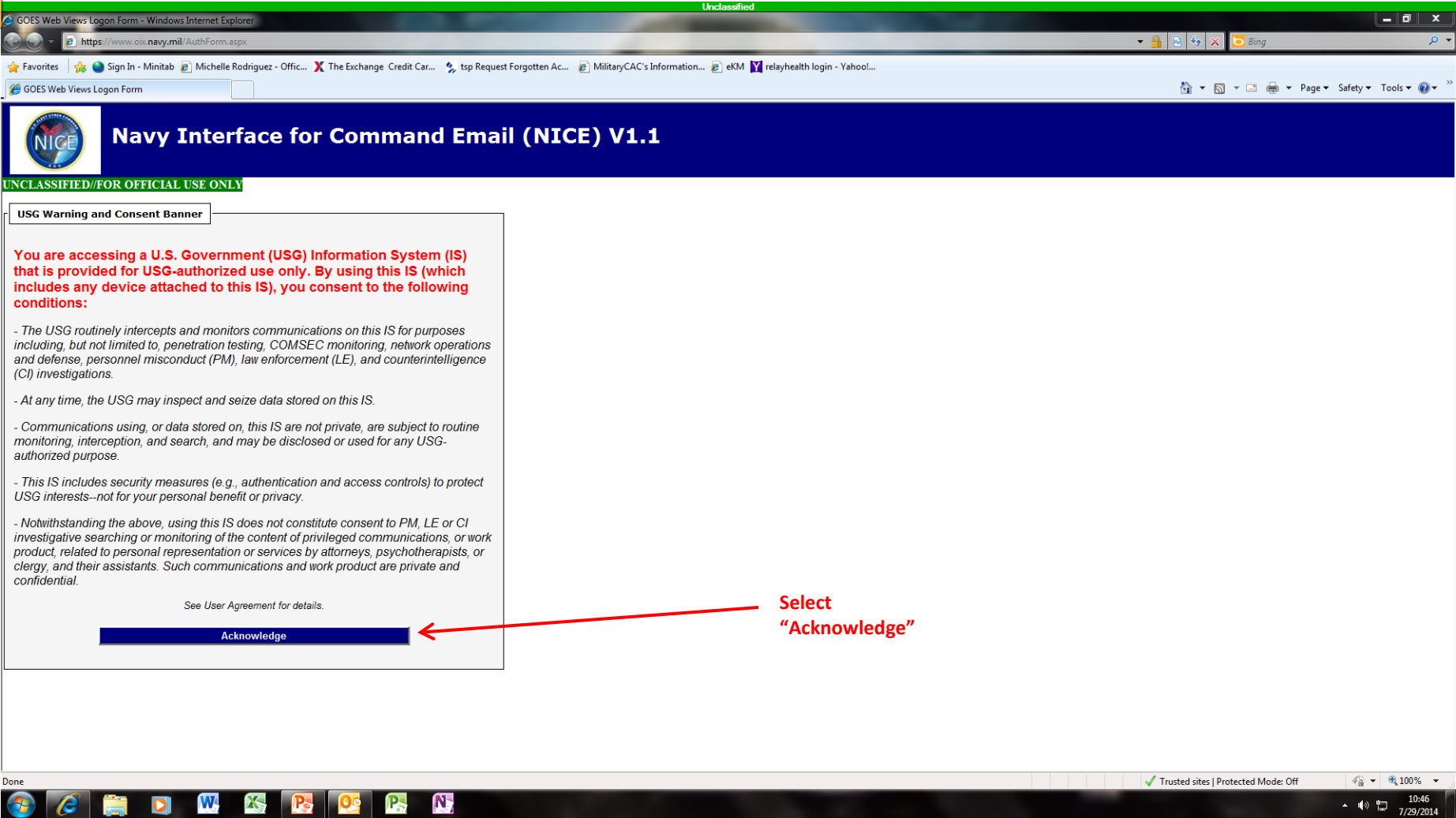
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R 192054Z MAY 15
FM UNIVERSITY NROTC(**UNIT PLAD**)
TO CNO WASHINGTON DC
COMUSFLTFORCOM NORFOLK VA
CHINFO WASHINGTON DC
INFO CMC WASHINGTON DC
MCRC QUANTICO VA
CNIC WASHINGTON DC
COMNAVREG MIDLANT NORFOLK VA
NETC PENSACOLA FL
NSTC GREAT LAKES IL
NSTC OFFICER DEVELOPMENT PENSACOLA FL
NAVSTA GREAT LAKES IL
NAVY JAG WASHINGTON DC
DIRNAVCRIMINVSERV QUANTICO VA
NAVCRIMINVSERVRA GREAT LAKES IL
BT
UNCLAS
PASS TO OFFICE CODES:
TO CNO WASHINGTON DC//N1//
CHINFO WASHINGTON DC//00//
INFO NAVY JAG WASHINGTON DC//JJJ//
DIRNAVCRIMINVSERV QUANTICO VA//22D/23/02/21/24//
SUBJ/OPREP-3 NUS
MSGID/OPREP-3, USMTF, **2017(CURRENT YEAR)/(COMMAND PLAD)/003B(COMMAND MESSAGE SEQUENCE NUMBER)//**
REF/A/TEL/INITIAL REPORT TO NSTC CHIEF OF STAFF/NSTC GREAT LAKES IL/011400LMAY15//
REF/B/MSG/UNIVERSITY NROTC(**COMMAND PLAD**)/102245LMAY15//
REF/C/MSG/UNIVERSITY NROTC(**COMMAND PLAD**)/151600LMAY15//
NARR/REF A IS INITIAL REPORT TO NSTC CHIEF OF STAFF. REF B IS INITIAL OPREP 003. REF C IS FOLUP OPREP 003A//
FLAGWORD/NAVY UNIT SITREP(**NAVY UNIT SITREP OR NAVY BLUE**)/-//
TIMELOC/301859LAPR15/UNIVERSITY CITY, IL(**LOCATION**)/FOLUP(**INIT, FOLUP, OR FINAL**)//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS//
1. TYPE OF INCIDENT: SEXUAL ASSAULT (PENETRATION)
2. DATE OF INCIDENT: 30APR15
3. TIME OF INCIDENT: 1900L CST
4. LOCATION OF INCIDENT: UNIVERSITY RESIDENCE HALL, UNIVERSITY CITY, IL
5. SUSPECT OR ALLEGED OFFENDER: USMC, AD, E-5, MECEP
6. SUSPECT OR ALLEGED OFFENDER*S COMMAND AND UIC: UNIVERSITY NROTC UNIT, UNIVERSITY CITY, IL, 12345
7. GENDER: MALE
8. AGE: 24 YRS OLD
9. RACE: WHITE
10. WEAPON: NONE
11. ALCOHOL/DRUG/BAC: .139
12. VICTIM/COMPLAINANT: UNIVERSITY STUDENT, CIVILIAN
13. VICTIM/COMPLAINANT*S COMMAND AND UIC: N/A

Enclosure (1)

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14. GENDER: FEMALE
15. AGE: 20
16. RACE: WHITE
17. ALCOHOL/DRUGS: UNKNOWN
18. NAVCRIMINVSERV NOTIFIED: YES
19. INSTALLATION FAMILY ADVOCACY REP NOTIFIED: N/A
20. SUMMARY/BRIEF: NROTC MECEP ARRESTED FOR SEXUAL ASSAULT(**SHORT BLUF OF INCIDENT**)
21. MEDIA INTEREST: INCIDENT REPORTED IN LOCAL MEDIA WITH ALLEGED OFFENDER IDENTIFIED AS A UNIVERSITY STUDENT. ALLEGED OFFENDER*S AFFILIATION WITH THE MILITARY AND NROTC HAS NOT BEEN REPORTED.
22. NAVCRIMINVSERV INVOLVEMENT: YES
23. NCIS/OTHER CASE NUMBER: 1234A
24. POC E-MAIL, COM, DSN (24/7 ACCESS & AVAILABILITY) WITH KNOWLEDGE OF THIS MATTER: CDR JOHN SMITH, JOHNSMITH(AT SIGN)EDU.COM, (123)456-7890(**POC NAME, EMAIL, PHONE**)
25. SUMMARY: UPDATE (22APR15) NCIS INVESTIGATION COMPLETE. RLSO MIDWEST TRIAL DEPARTMENT EVALUATING CASE AND GATHERING VICTIM*S INPUT FOR RECOMMENDATION ON CASE DISPOSITION. UPDATE (15MAY15) ARRAINMENT POSTPONED UNTIL 10JUN15. INITIAL (01MAY15) ON 30APR15, ALLEGED OFFENDER WAS ARRESTED FOR SEXUAL ASSAULT BY UNIVERSITY CAMPUS POLICE. MEMBER RELEASED ON 30,000 DOLLAR BOND. ARRAIGNMENT SCHEDULED FOR 09MAY15 AT UNIVERSITY COUNTY COURT HOUSE. COMMAND SJA, LCDR JOE LAWYER, JAGC, USN, CONSULTED.//
BT



Navy Interface for Command Email (NICE) V1.1

UNCLASSIFIED//FOR OFFICIAL USE ONLY

USG Warning and Consent Banner

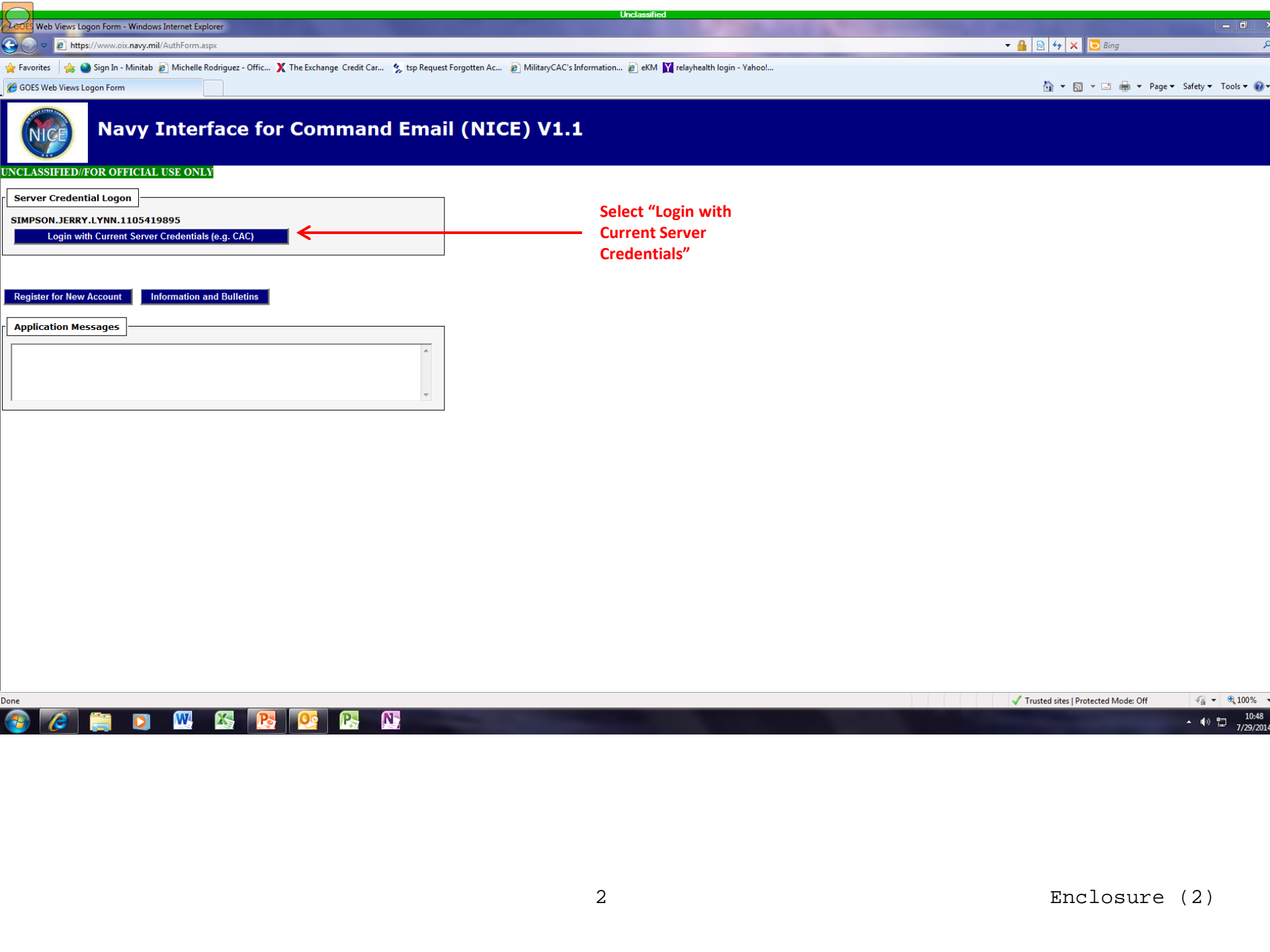
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

See User Agreement for details.

Acknowledge

Select "Acknowledge"



Navy Interface for Command Email (NICE) V1.1

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Server Credential Logon

SIMPSON.JERRY.LYNN.1105419895

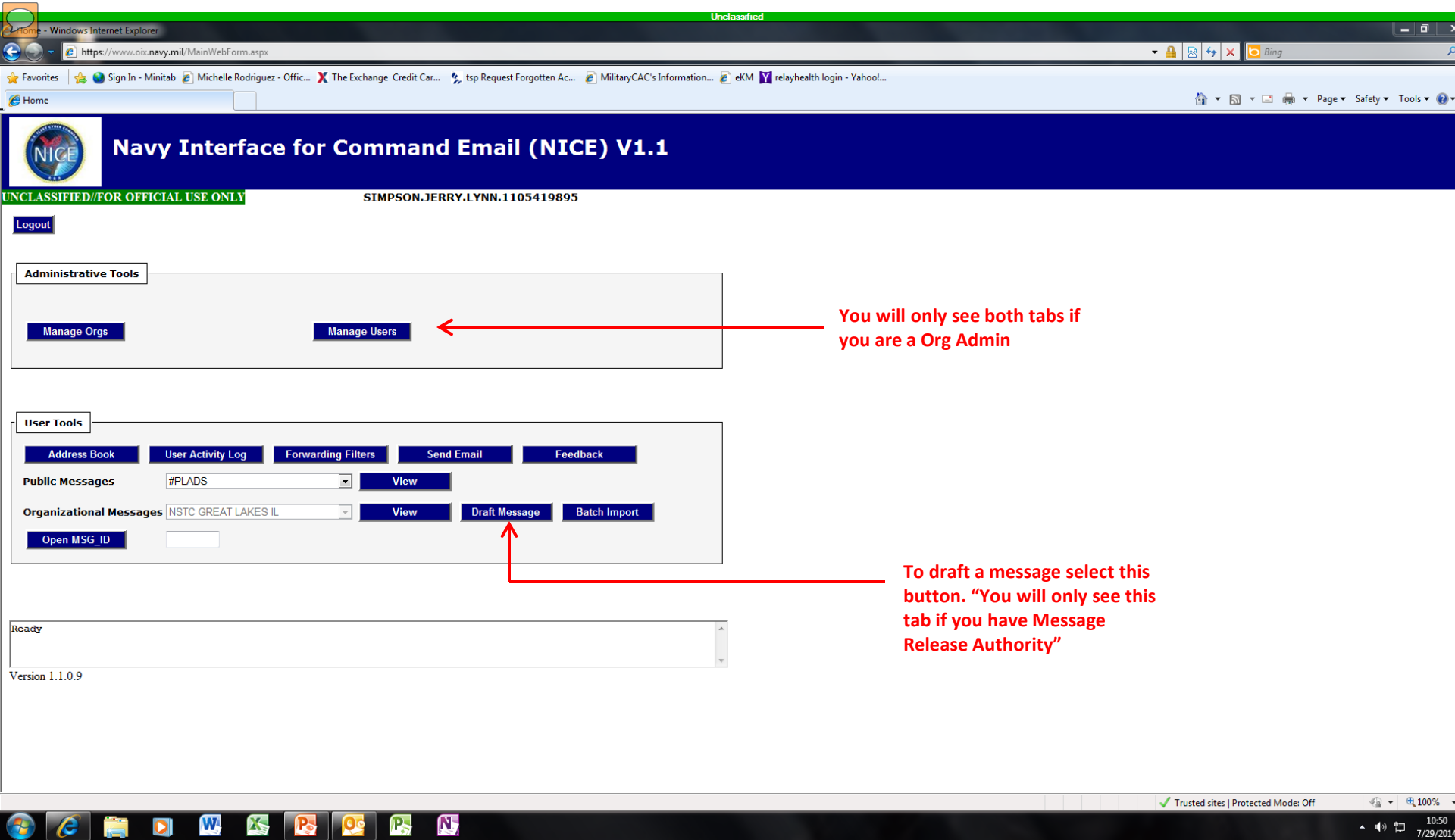
Login with Current Server Credentials (e.g. CAC)

Select "Login with Current Server Credentials"

Register for New Account

Information and Bulletins

Application Messages



You will only see both tabs if you are a Org Admin

To draft a message select this button. "You will only see this tab if you have Message Release Authority"

Message - Windows Internet Explorer
https://www.oia.navy.mil/DraftMsgWebForm.aspx

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Navy Interface for Command Email (NICE) V1.1

Logout Home->Draft Message

Release Back

Save Template

Show Message File Import

Select Message File to Import:

Browse... Import Message File

Originator: NSTC GREAT LAKES IL

Date Time Group: 291554Z JUL 14

Precedence: Routine

Info Precedence: Routine

Filter->

Action Recipients:

Show Address Configuration

Add

Remove

Info Recipients:

Show Address Configuration

Security Classification: UNCLASSIFIED//

Handling Instructions

Subject:

MTF Type: Free Form Text

Body:

Application Messages

Ready

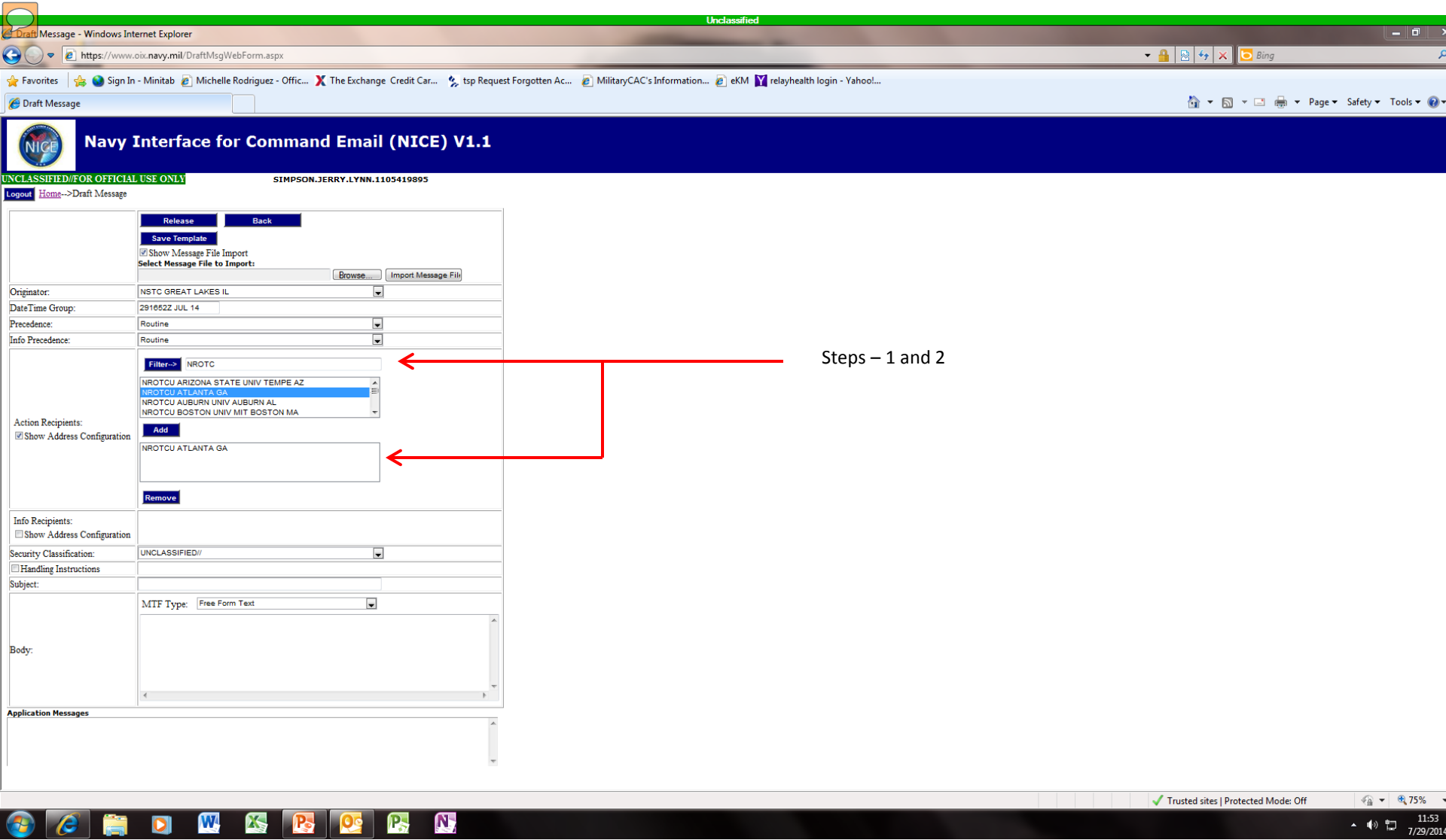
Originator
Date Time Group
Precedence

Filter find Recipients add
Check "Info Recipients" box
to add cc recipients show
address configuration

Security Classification

Cut Paste
Subj/
Preview
Release

Done Trusted sites | Protected Mode: Off 75% 11:09 7/29/2014



Steps - 1 and 2

Draft Message - Windows Internet Explorer
https://www.oix.navy.mil/DraftMsgWebForm.aspx

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Navy Interface for Command Email (NICE) V1.1

Logout Home->Draft Message

Release Back

Save Template

Show Message File Import

Select Message File to Import:

Browse... Import Message File

Originator: NSTC GREAT LAKES IL

Date/Time Group: 291652Z JUL 14

Precedence: Routine

Info Precedence: Routine

Filter-> ano

AFLQATRAGRUPACNORWEST EVERETT WA
CENINFODOM LS PACNORWEST EVERETT WA
CJFMICNORTH
CNO 09P VIRGINIA BEACH VA

Add

NROTCU ATLANTA GA

Remove

Filter-> NSTC

NSTC CITIZENSHIP DEVELOPMENT PENSACOLA FL
NSTC GREAT LAKES IL
NSTC OFFICER DEVELOPMENT PENSACOLA FL
NSTC SARUCAPASA

Add

NSTC GREAT LAKES IL

Remove

Security Classification: UNCLASSIFIED//

Handling Instructions

Subject:

MTF Type: Free Form Text

Body:

Follow the steps you did for entering the "To" addresses

Done Trusted sites | Protected Mode: Off 75% 11:56 7/29/2014

