



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
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PENSACOLA, FLORIDA 32508-5220

NETCINST 5214.1C  
N01A  
15 May 2024

NETC INSTRUCTION 5214.1C

From: Commander, Naval Education and Training Command

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS

Ref: (a) OPNAVINST F3100.6K  
(b) OPNAV M-5100.23 of 5 June 2020  
(c) OPNAVINST 5102.1E  
(d) CNO WASHINGTON DC 281639Z Jul 23 (NAVADMIN 170/23)

Encl: (1) Naval Education and Training Command Commander's  
Critical Information Requirements Reporting Matrix  
(2) Naval Education and Training Command Commander's  
Critical Information Requirements E-mail Format  
(3) Naval Education and Training Command Commander's  
Critical Information Requirements Reference Terms

1. Purpose. To prescribe policy, responsibility, and guidance for Commander's Critical Information Requirements (CCIR) reporting to force development (FD) domain on events requiring notification to Commander, Naval Education and Training Command (CNETC) and Headquarters (HQ) staff leadership. This will ensure clarity in reporting and that commands are supported up echelon. The reporting requirements herein are not all-inclusive; if something is not captured, and commands think CNETC should know, make the report.

2. Cancellation. NETCINST 5214.1B.

3. Background

a. Reference (a) establishes the requirement to operate a Navy event notification system, and references (b) and (c) delineate specific safety-related event reporting requirements. Reference (d) delineates and establishes the reporting requirement for the Insider Threat Program.

b. NETC must provide situational awareness reporting to echelon (ECH) I leadership regarding events involving the FD domain. This requires timely and comprehensive notification by

ECH III commands. For the purposes of critical reporting, ECH III includes: Navy Recruiting Command (NRC), Naval Service Training Command (NSTC), Naval Education and Training Security Assistance Field Activity, Naval Education and Training Professional Development Center, and all NETC learning centers.

c. FD domain leaders will comply with NETC CCIR guidance. If circumstances require a report to other organizations, then NETC should receive the same report via courtesy copy e-mail, as an INFO addree on a Naval Message, etc.

d. This instruction clarifies what meets the reporting criteria. FD domain leaders will carefully delineate NETC CCIRs within their own CCIR instruction and will include activity security managers and insider threat representatives in reporting. Commanders, commanding officers (CO), NETC division directors (DD) and special assistants (SA), and staff duty officers (SDO) at every ECH will familiarize themselves with these reporting requirements to ensure the right information is appropriately disseminated.

e. Enclosures (1) through (3) provide a listing of NETC CCIRs, the CCIR report format, and CCIR descriptions, respectively.

f. Where doubt exists as to whether an incident meets reporting definitions and criteria, as outlined in enclosure (3), the event will be reported to the chain of command. When doubt exists as to the appropriate categorization of an event, report the event as the higher priority category (CAT).

g. The submission of an OPREP-3 message does not negate the requirement for submission of a CCIR. The OPREP-3 message is seen by numerous outside entities, so it is typically kept very general in nature. The CCIR, however, is internal to NETC and should precede the OPREP-3 and provide additional information and fidelity in order to facilitate follow-on reporting to higher authority. Bottom-line, you can never provide too much information in a CCIR.

#### 4. Responsibilities

a. FD leadership (commanders, COs, DD, SAs, and leaders at all levels) will track and report NETC CCIRs.

b. NETC Chief of Staff (COS) and Deputy for Training and Operations (DTO) will:

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

(2) Ensure commanders and COs are properly trained in the reporting guidance specified in this instruction, and in the use of all available reporting tools.

c. Commanders, COs, and NETC DDs and SAs will:

(1) Report all CCIR categories listed in enclosure (1).

(2) Monitor National and local news for situational awareness and to ensure commands are not negatively impacted.

(3) Conduct preliminary investigations of allegations of negligent misuse; malicious damage/destruction of information technology assets.

## 5. Records Management

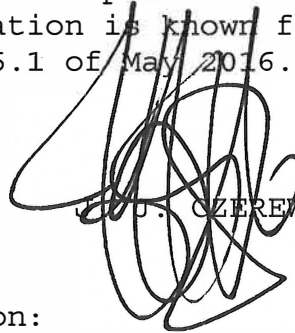
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-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.

6. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), 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 is

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still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

NAVAL EDUCATION AND TRAINING COMMAND COMMANDER'S CRITICAL  
INFORMATION REQUIREMENTS REPORTING MATRIX

CCIR #	Criteria	CNETC 24/7 Voice (Note 1)	COS 24/7 Voice (Note 1/2)	E-mail Distro (Note 3)
<b>CAT I</b>				
I-1	Attack or active shooter.	X		X
I-2	Force/Health Protection Condition (F/HPCON).		X	X
I-3	Use of deadly force.	X		X
I-4	Chemical, biological, radiological, nuclear, and high yield explosives (CBRNE) event.	X		X
I-5	Major disaster or incident.	X		X
I-6	High interest overseas incident.		X	
I-7	Death or critical injuries requiring personnel casualty report.	X		X
I-8	Time-critical congressional inquiry (<24 hours).		X	X
<b>CAT II</b>				
II-1	Media interest.		X	X
II-2	Network intrusion or cyber incident.		X	X
II-3	Personally Identifiable Information (PII).		X	X
II-4	High-interest future sailor, recruit, or student issue or significant medical event during training.		X	X
II-5	Fraternization or sexual misconduct between: (a) Recruiter and future sailor. (b) Recruit division Commander (RDC) and recruit. (c) Instructor and student.		X	X

II-6	Khaki misconduct not covered in II-5 or III-5.		X	X
II-7	Incidents requiring execution of continuity of operations planning (COOP).		X	X
<b>CAT III</b>				
III-1	Critical interruptions (>8 hours) or incidents that disrupt training or supply chain operations (>24 hours). These can include facility, personnel, or environmental factors.			X
III-2	Planned or unplanned outage (>4 hours) of a NETC, command, or relevant DoD or DON controlled system (e.g., Catalog of Navy Training Courses, etc.).			X
III-3	Any negative situation associated with a selection board (e.g., Seaman to Admiral-21 (STA-21), Officer Candidate School (OCS), Naval Reserve Officers Training Corps (NROTC)).			X
III-4	Arrest, confinement, or suicide attempt or non-critical hospitalization >24 hours.			X
III-5	Fraternization or sexual misconduct not covered in II-5.			X
<b>CAT IV (Note: 4)</b>				
IV-1	Serious threats (e.g., threatening violence in the workplace).		X	X

IV-2	Allegiances against the United States/Terrorism (e.g., expressing ill-will towards the government).			X
IV-3	Espionage/Foreign Considerations (e.g., unreported foreign contacts or relationships).			X
IV-4	Unusual behavior and signs of excessive stress (e.g., extreme changes in behavior).			X
IV-5	Criminal, violent, or abusive conduct (e.g., involvement in criminal activity).		X	X
IV-6	Financial considerations (e.g., unexplained affluence).			X
IV-7	Self-destructive behaviors or other behavioral considerations (e.g., suicidal ideations).			X
IV-8	Security infractions or violations (e.g., willful or negligent compromise of classified data).		X	X
IV-9	Misuse of information technology (e.g., negligent misuse; malicious damage/destruction) ( <b>Note 5</b> ).			X
IV-10	Personnel security and human resources considerations (e.g., absent without leave).			X

Note (1): Voice reports to CNETC or COS will be made by FD leadership. Initial call shall be made as soon as the incident becomes known. Follow-up phone calls can be made as new information becomes available. If unable to contact CNETC or COS, the executive assistant (EA) and DTO are the back-ups.

- Note (2): COS will determine if CNETC should be notified and make appropriate call.
- Note (3): E-mail to CCIR distro [NETC CCIR@us.navy.mil](mailto:NETC_CCIR@us.navy.mil), which includes CNETC, NETC Front Office, DTO, Judge Advocate General, Public Affairs Office, and SDO. If required, appropriate NETC DD or SA should also be copied (see enclosure (3)).
- Note (4): All incidents will be reported to the activity security manager and command insider threat representative.
- Note (5): Commanders or COs will conduct preliminary investigations of allegations of negligent misuse; malicious damage/destruction of information technology assets.



NAVAL EDUCATION AND TRAINING COMMAND COMMANDER'S CRITICAL  
INFORMATION REQUIREMENTS E-MAIL FORMAT

- Line 1: **Subject:** *[CCIR CAT (I, II, or III) / Command / Type of Incident - Outlook e-mail subject should match]*
- Line 2: **Incident:** *[Specifics on type of incident]*
- Line 3: **Notification:** *[Who has been notified and means of notification, (e.g., phone call, text, naval message, or e-mail)]*
- Line 4: **Date/Time Reported and Date/Time of Incident:**  
*[Differentiate between when command was notified and when incident occurred]*
- Line 5: **Narrative Details:** *[Provide as much detail as possible (the 5 W's) - include information that isn't provided in the OPREP-3]*
- Line 6: **Actions Being Taken:** *[Describe what actions the command is currently taking]*
- Line 7: **Estimated time of repair (if applicable):** *[For critical infrastructure interruptions, training or supply disruptions or outages, include the ETR, if known]*
- Line 8: **Mission Impact:** *[Typically N/A unless the incident involves critical infrastructure interruptions, training or supply disruptions, or outages]*
- Line 9: **Who Has Already Been Notified:** *[Include reports released or parallel HQ reporting to fleet commanders, SSP, Naval Facilities Engineering Systems Command, etc.]*
- Line 10: **Media Interest.** *[Yes or No. If yes, provide details.]*
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EXAMPLE:

1. **Subject:** CCIR CAT I-7 NSTC (Death or Critical Injuries Requiring Personnel Casualty Report).
2. **Incident:** Critical injuries due to an auto accident.
3. **Notification:** CNETC (call), NETC COS (call), NETC EA (text).
4. **Date/Time Reported and Date/Time of Incident:** Reported to NSTC COS on 7 May 22 at 2203 central standard time (CST); incident occurred on 5 May 22 at approx. 0100 CST.
5. **Narrative Details:** E-5 staff member involved in a one-car auto accident while home on leave in Ames, Iowa. Sailor was

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rushed to the hospital, where he currently remains in critical condition. Alcohol use is suspected. Update to follow as information becomes available.

6. **Actions Being Taken:** Local casualty assistance calls officer and chaplain are being assigned. Personnel casualty report is being generated.

7. **ETR:** N/A.

8. **Mission Impact:** None.

9. **Who Has Already Been Notified:** NSTC chain of command, CNETC, NETC COS. Next of kin notified by local police.

10. **Media Interest:** Reported on local news channel, ABC7 Chicago.

NAVAL EDUCATION AND TRAINING COMMAND COMMANDER'S CRITICAL  
INFORMATION REQUIREMENTS REFERENCE TERMS

**CAT I**

CAT I CCIRs require immediate voice and e-mail notifications. Per enclosure (2), commanders, COs, and NETC DDs and SAs will immediately report, regardless of the hour, all CAT I CCIRs. Initial voice reports will be followed by a CCIR e-mail with minimal delay. NETC DDs and SAs shall be included on the CCIR e-mail as delineated below.

CAT I-1: Attack or Active Shooter. Confirmed or unconfirmed attack or active shooter against or onboard any FD facility. NETC anti-terrorism force protection officer (ATFPO) and insider threat representative shall be included on the CCIR.

CAT I-2: F/HPCON Change. Any increase or decrease in F/HPCON or defense readiness condition that impacts any FD facility. This includes temporary condition increases made in immediate response to an incident, such as "lock-down" or "shelter-in-place" or widespread health concern (e.g., COVID). Both ordered and attainment reports are required. NETC ATFPO shall be included on the CCIR.

CAT I-3. Use of Deadly Force. Any use of deadly force within the confines of the FD enterprise, including incidents on Navy installations near FD facilities. NETC ATFPO and Insider Threat Representative shall be included on the CCIR.

CAT I-4. CBRNE. CBRNE events refer to the uncontrolled release of chemicals, biological agents, or radioactive contamination into the environment or explosions that cause widespread damage. CBRNE events can be caused by accident or by terrorist acts. Any incident involving nuclear weapons, nuclear reactors, components, or devices on any FD facility will be reported. Any event involving conventional ordnance, ammunition, explosives, explosive systems, and devices resulting in an unintentional detonation, firing, deflagration, burning, or launching of ordnance material. NETC Emergency Management Officer (EMO) shall be included on the CCIR.

CAT I-5: Major Disaster or Incident. A major natural or man-made disaster or incident on or immediately threatening any

FD facility which results in, or could result in, major property damage, significant mission degradation, or requires immediate reaction by any FD facility. Examples include hurricane, earthquake, tsunami, fire, flooding, hazardous material release, sortie of assets, or emergency evacuation. NETC EMO shall be included on the CCIR.

CAT I-6: Overseas Incident or Incident Involving Exchange or Foreign Military. All serious events or incidents in foreign countries involving U.S. military personnel and their dependents; or events or incidents involving host nation personnel that could generate media or political interest or potentially bring discredit to the Navy and the nation. Also, any incident or misconduct, excessive disciplinary issues during training, and any report from foreign student that claims discrimination, unfair treatment, etc. NETC Office of General Counsel shall be included on the CCIR and OPREP-3 NB Protocol executed.

CAT I-7: Death or Critical Injuries Requiring Personnel Casualty Report. Any occurrence resulting in critical (life threatening or loss of limb) injuries or loss of life to persons assigned to the FD enterprise (to include military dependents, FD civilians, and contract personnel). NETC Safety Officer and activity security manager shall be included on the CCIR.

CAT I-8: Time-critical Congressional Inquiry. Any request that involves a timely congressional or legislative response (<24 hours).

## **CAT II**

Commanders, COs, and DDs and SAs will immediately report all CAT II CCIRs via voice report or e-mail per enclosures (1) and (2).

CAT II-1: Media Interest. Incidents that have, or are, anticipated to generate negative media coverage, could cause significant embarrassment to the Navy, or will generate Chief of Naval Personnel or higher-level Navy interest.

CAT II-2: Network Intrusion or Cyber Incident. Detection or discovery of an intrusion or attempted intrusion (e.g., unauthorized access, denial of service, malicious code, or scan, probe, or attempted access) into a classified or unclassified

network that supports FD equipment and systems. NETC N6 and chief information officer (CIO), activity security manager, and insider threat representative must be included on the CCIR.

CAT II-3: Breach of PII. Commanders, COs, DDs, SAs, and leaders at all levels will notify the COS, N6 and CIO, activity security manager, and insider threat representative within one hour of the discovery of loss or suspected loss of PII except in the following:

a. The loss or compromise of an individual's DoD identification (ID) number, by itself, when associated with the individual's name, or as part of their digital signature.

b. The loss and compromise of an individual's own PII.

c. The release, loss, or compromise of PII that is normally releasable without a clearly unwarranted invasion of privacy, including an individual's office information (e.g., full name, office e-mail address, office phone number, office address, pay grade and rank, DoD ID number).

d. An unencrypted e-mail containing PII, in the body of the e-mail or as an attachment, remains within the .mil network and all recipients have an official need to know.

e. In the case of the loss or theft of removable storage media, including laptops, mobile devices and tablets, which are confirmed by the organization's information system security manager to be enabled with DoD approved data-at-rest software.

CAT II-4: High Interest Future Sailor, Recruit, or Student Issue. Any issues with a Future Sailor, Recruit, or Student where there is possible high-level interest.

CAT II-5: Fraternization or Sexual Misconduct (sexual assault or sexual harassment). All fraternization or sexual misconduct incidents involving the following:

a. Recruiter and Future Sailor

b. RDC and Recruit

c. Instructor and Student

CNETC would be considered the first flag in chain of command for reporting Sexual Assault Prevention and Response (SAPR) reports for FD except for NRC and NSTC.

CAT II-6: Khaki Misconduct Not Covered in II-5 or III-5. Conduct that would bring discredit to the command and Navy that is not specified in CAT II-5 or III-5.

CAT II-7: Incidents Requiring Execution of COOP. Any incident requiring the actual execution of a COOP. Voice and written report should indicate the incident causing plan execution. OPREP-3 NB reporting requirements should be used for follow-on reporting.

**CAT III**

CAT III-1: Critical Interruptions (>8 hours) or Incidents that Disrupt Training or Supply Chain Operations (>24 hours). These can include facility, personnel, or environmental factors that create a stoppage or degradation to operations, inspections, certifications, training, or the supply chain (e.g., power, water, use of facilities, etc). OPREP-3 NB Protocol execution may be required.

CAT III-2: Planned or unplanned outage (>4 hours) of a NETC, command, or relevant DoD and DON controlled system (e.g., training network, Corporate enterprise Training Activity Resource Systems, Catalog of Navy Training Courses, etc.). Any system experiencing an outage that would potentially impact FD customer support services or customer relations management.

CAT III-3: Any Negative Situation Associated with a Selection Board (e.g., STA-21, OCS, NROTC). Any situation that could call the integrity of the board process into question.

CAT III-4: Arrest, Confinement, Suicide Attempt, or Non-critical Hospitalization >24 hours. Any arrest, confinement, suicide attempt and non-critical hospitalization of a Sailor within the FD enterprise.

CAT III-5: Fraternization or Sexual Misconduct Not Covered in II-5. Any sexual misconduct that does not involve:

- a. Recruiter and Future Sailor
- b. RDC and Recruit
- c. Instructor and Student

All fraternization or sexual misconduct incidents involving personnel within the FD chain of command will be reported as required by reference (a). Follow-on reports are typically not required unless the incident has unusually high media or leadership interest or updates are requested by leadership. CNETC is considered the first Flag in the chain of command for reporting SAPR reports for FD except for NRC and NSTC.

#### **CAT IV**

CAT IV-1 - IV-10: Navy reporting criteria and potential risk indicators for Insider Threat are listed in enclosure (1). Any activity observed under the listed criteria should be reported to the chain of command and to the Navy Insider Threat Hub as required by reference (d).