



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 5214.1B

N02

3 Jan 2025

NSTC INSTRUCTION 5214.1B

From: Commander, Naval Service Training Command

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS

Ref: (a) OPNAVINST 3100.6K
(b) OPNAV M-5100.23 of 20 Sept 2020
(c) OPNAVINST 5102.1E
(d) NETCINST 5214.1C
(e) CNO WASHINGTON DC 281639Z Jul 23 (NAVADMIN 170/23)
(f) ASN (M&RA) Memo for CNP of 12 January 2024
(g) DODINST 1215.08
(h) NSTC M-1533.2E
(i) SECNAVINST 1752.4C
(j) OPNAVINST 1752.1C
(k) NAVADMIN 329/20

Encl: (1) NSTC CCIR Reporting Matrix
(2) NSTC CCIR E-mail Format
(3) NSTC CCIR Reference Terms

1. Purpose. To prescribe policy, responsibility, and guidance for Commander's Critical Information Requirements (CCIR) reporting to Naval Service Training Command (NSTC) domain on events requiring notification to Commander, Naval Service Training Command (CNSTC) 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 a subordinate command thinks CNSTC should know, make the report.

2. Cancellation. NSTCINST 5214.1A

3. Background.

a. Reference (a) establishes the requirement to operate a Navy event notification system. References (b) and (c) delineate specific safety-related event reporting requirements. Reference (d) is Naval Education and Training Command's (NETC) CCIR instruction. Reference (e) delineates and establishes the reporting requirement for the Insider Threat Program. Reference (f) is ASN (M&RA) Junior Reserve Officers' Training Corps Instructor Adult Sexual Misconduct Policy. References (g) and (h) are the Senior Reserve Officers' Training Corps Programs and the Regulations for Officer Development, respectively, which define participation

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in the Naval Reserve Officers Training Corps (NROTC) Program. Reference (h) also establishes the definition of “midshipman candidate”. References (i) and (j) are the Secretary of the Navy and Navy Sexual Assault Prevention and Response Program Procedures which establish reporting requirements. Reference (k) is NAVADMIN 329/20, “Culture of Excellence Simplify and Align”, which removes the requirement for the Navy Sexual Assault SAPR first flag reports but maintain other Immediate Superiors in Command (ISICs) reporting requirements and responsibilities.

b. NSTC is required to provide situational awareness reporting to Echelon (ECH) II leadership regarding events within the NSTC domain. This requires timely and comprehensive notification by ECH IV commands. For the purposes of critical reporting, ECH IV includes: Recruit Training Command (RTC), Officer Training Command (OTC), Naval Reserve Officers’ Training Corps (NROTC) Units, Departments of Naval Science at Maritime Academies, and Navy Junior Reserve Officers’ Training Corps (NJROTC) Units.

c. Commanding Officers (CO), Officers-in-Charge (OIC), NJROTC Area Managers, and NSTC Department Directors/Special Assistants (DD/SA) will comply with NSTC CCIR guidance. If circumstances require a report to other organizations, then NSTC should receive the same report via courtesy copy email, as an added INFO recipient on a Naval Message, etc.

d. This instruction clarifies what meets the reporting criteria. COs and OICs will carefully delineate NSTC CCIRs within their own CCIR instruction as appropriate. COs, OICs, NSTC DD/SAs, and Command Duty Officers (CDO) at every echelon will familiarize themselves with these reporting requirements to ensure the right information is appropriately disseminated.

e. Enclosures (1) through (3), provide a listing of NSTC 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 Operational Report (OPREP)-3 message does not negate the requirement for submission of a CCIR. The OPREP-3 message is seen by numerous commands outside of CNETC, so it is typically kept very general in nature. The CCIR, however, is internal to NSTC and should precede the OPREP-3 and provide additional information and fidelity in order to facilitate follow-on reporting to higher authority. Too much information can never be provided in a CCIR. When providing information, ensure the legal status of all persons reported on is understood and privacy act requirements and personally identifiable information handling requirements are strictly followed.

4. Responsibilities.

a. COs, OICs, NSTC DD/SAs, and leaders at all levels will track and report NSTC CCIRs.

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b. NSTC Chief of Staff (CoS) and NSTC Senior Watch Officer will:

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

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

c. COs, OICs, and NSTC DD/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. If in doubt, provide a draft CCIR to CoS to be sent at CoS' discretion.

(3) CCIRs of a sensitive nature should be passed directly to the CoS (and Director of Officer Development or Director of Citizenship Development as appropriate), instead of the mass CCIR distribution list. This includes reports involving, for instance, law enforcement sensitive information or that involve information which could identify a specific person for whom a reasonable expectation of privacy in relationship to the event applies, especially those persons with minimal legal linkage to the U.S Department of Defense (e.g. NJROTC cadets, College Program Basic NROTC MIDN, unaffiliated college students enrolled in Naval Science courses, NROTC designated applicants and midshipmen candidates, etc).

5. Exceptions.

a. In accordance with references (g) and (h), there are a variety of types of students associated with NROTC Units. The type of student influences whether CCIR reporting is required, and if required, what level of detail is appropriate. If in doubt, provide a draft CCIR to CoS to be sent at CoS' discretion.

(1) Scholarship Midshipmen (MIDN) are postsecondary students who are enrolled in the NROTC Program and who have been selected, offered, and activated a Navy, Marine, or Navy Nurse scholarship. These students enlist in the Navy or Marine Corps Reserve at the time of scholarship activation. During periods of advanced (summer cruise) training, they are in an active-duty status.

(2) College Program MIDN are postsecondary students who are enrolled in the NROTC Program who wish to serve as commissioned officers but have not been awarded any form of an NROTC scholarship. There are two types of College Program MIDN.

(a) College Program Basic MIDN are postsecondary students, normally with more than two years of college coursework remaining. They have not enlisted in the Naval Reserve. College Program Basic participants have the status of civilian, unless they came to the college program having already enlisted in the Naval Reserve.

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(b) College Program Advanced Standing MIDN are postsecondary students in their final two years of college coursework who have been selected for Advanced Standing by NSTC or Marine Corps Recruiting Command (MCRC) and have signed the Advanced Standing Agreement. These students enlist in the Navy or Marine Corps Reserve at the time they begin Advance Standing. During periods of advanced (summer cruise) training, they are in an active-duty status.

(3) Naval Science Students are civilian postsecondary students enrolled through the postsecondary institution's course registration process in Naval Science courses, but not enrolled in NROTC – they are civilian students enrolled in a course catalog-listed undergraduate class with no legal relation to the Navy on the basis of their class participation and full expectations of privacy.

(4) Seaman to Admiral (STA-21) Officer Candidates (OCs) are active duty enlisted Sailors participating in the STA-21 enlisted commissioning program assigned to NROTC Units (all CCIR reporting requirements that regularly apply to active-duty Navy Sailors apply to STA-21 OCs).

(5) Marine Corps Enlisted Commissioning Education Program (MECEP) participants are active duty enlisted Marines participating in the MECEP assigned to NROTC Units (all CCIR reporting requirements that regularly apply to active-duty Marines apply to MECEP participants).

(6) Strategic Sealift Midshipmen Program (SSMP) MIDN are postsecondary students at the U.S. Merchant Marine Academy (USMMA) and six state maritime academies participating in an education and training program leading to a U.S. Navy Reserve Officer commission as a Strategic Sealift Officer (SSO). Some SSMP MIDN will have enlisted in the U.S. Navy Reserve (those attending USMMA and those receiving Student Incentive Payments from the Maritime Administration) and some will not have.

(7) Duty Under Instruction Students (DUINS) are Navy active-duty Sailors enrolled as graduate students in local institutions of higher learning, administratively assigned to NROTC Units, but not participating in the NROTC program (all CCIR reporting requirements that regularly apply to active-duty Navy Sailors apply to DUINS students).

(8) NROTC Preparatory Program (NPP) students are enrolled in a preparatory program leading to future selection for an NROTC four-year scholarship at select institutions. NPP students have the status of civilians while participating in the program.

(9) Broadened Opportunity for Officer Selection and Training (BOOST) 2.0 students are enrolled in a preparatory year at the Naval Academy Preparatory School (NAPS) leading to activation of an NROTC four-year scholarship and are enlisted in the Navy during their BOOST 2.0 year (all CCIR reporting requirements that regularly apply to active-duty Navy Sailors apply to BOOST 2.0 participants).

(10) MIDN Candidates are most often civilian designated applicants attending New Student Introduction (NSI) with status specifically covered under reference (h). A small number of Scholarship MIDN, College Program Basic MIDN, and College Program Advanced Standing MIDN may also attend NSI and will be referred to as “MIDN Candidates” throughout NSI. The status of Scholarship MIDN, College Program Basic MIDN, and College Program Advanced Standing MIDN should take precedence for purposes of CCIR reporting.

b. In all cases, when students associated with NROTC are on active duty and/or participating in Navy or Marine Corps summer training, CCIR reporting for all personnel incidents is required.

c. CCIR reporting for SSMP MIDN enlisted in the U.S. Navy Reserve, Scholarship MIDN, and College Program Advanced Standing MIDN (all MIDN who are legally enlisted in the Navy Reserve) is only required for the following personnel incidents when the MIDN is not on active duty unless the incident is of a variety that is likely to result in negative press coverage reflecting on the Navy and/or Marine Corps, in which case a CCIR (and OPREP reporting) would be required – such reporting should focus on the nature of the incident more so than the identity of those involved:

(1) Any death or critical injury.

(2) Any sexual misconduct when both the victim and alleged offender are affiliated with the NROTC Unit or Department of Naval Science.

(3) For reports involving incidents (listed above) occurring during times when the SSMP MIDN enlisted in the U.S. Navy Reserve, Scholarship MIDN, and College Program Advanced Standing MIDN was not on active duty, discretion should be exercised before attempting to gain information not previously disclosed or publicly available and NSTC Judge Advocate General should be consulted if additional inquiry to obtain information beyond that which is readily or publicly available appears necessary to satisfy reporting requirements.

d. CCIR reporting for College Program Basic MIDN, SSMP MIDN not enlisted in the U.S. Navy Reserve, MIDN Candidates, Naval Science Students, and NPP Students is only required for incidents of death or critical injuries occurring during the course of NROTC training events, NROTC functions, and/or Naval Science courses unless the incident is of a variety that is likely to result in negative press coverage reflecting on the Navy and/or Marine Corps, in which case a CCIR (and OPREP reporting) would be required. Such reporting should focus on the nature of the incident more so than the identity of those involved.

(1) For incidents of death or critical injuries involving College Program Basic MIDN, SSMP MIDN not enlisted in the U.S. Navy Reserve, Midshipman Candidates and NPP Students occurring outside NROTC training events, NROTC functions, and/or Naval Science courses, a draft CCIR may, at the Commanding Officer’s discretion, be submitted to the CoS and Director of Officer Development; however, discretion should be exercised before attempting to gain information not previously or publicly available and NSTC Judge Advocate General should be

consulted if additional inquiry to obtain information beyond that which has been previously disclosed or publicly available appears necessary to fulfill reporting information requirements.

e. NJROTC Senior Naval Science Instructors (SNSI) and Naval Science Instructors (NSI) are employees of the school districts they work for. The CCIR reporting required for SNSIs and NSIs is as follows:

(1) Any death or critical injury.

(2) Sexual misconduct involving a Cadet where the school provides information to the Navy.

(3) Other misconduct where the school informs the Navy.

(4) For reports involving incidents (listed above), discretion should be exercised before attempting to gain information not previously disclosed or publicly available and NSTC Office of General Counsel should be consulted if additional inquiry to obtain information beyond that which is readily or publicly available appears necessary to satisfy reporting requirements.

f. NJROTC Cadets are high school students and not members of the Navy. Privacy laws may restrict the information available. The CCIR reporting required for NJROTC Cadets are as follows:

(1) Death or critical injuries to cadets that occur during NJROTC training events and functions or while the Cadet is in uniform.

(2) Other cadet or instructor misconduct where the school informs the Navy and there is known media interest that could generate significant embarrassment to the Navy.

(3) Per reference (e) or subsequent policies, allegations of sexual harassment, sexual assault, or other abusive misconduct by an adult, including all Title IX policy violations in the NJROTC program. (Title IX requires a school to respond whenever an employee in a K-12 school has notice of sexual harassment against a student or other minor.)

(4) For reports involving incidents (listed above), discretion should be exercised before attempting to gain information not previously disclosed or publicly available and NSTC Judge Advocate General should be consulted if additional inquiry to obtain information beyond that which is readily or publicly available appears necessary to satisfy reporting requirements.

6. Records Management.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

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b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. **Review and Effective Date.** Per OPNAVINST 5215.17A, NSTC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is 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 only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive/>.

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NSTC CCIR REPORTING MATRIX

CCIR #	Criteria	CNETC 24/7 Voice (Note 1)	CoS 24/7 Voice (Note 1/2)	E-mail Distro (Note 3)
CAT I				
I-1	Attack/Active Shooter	X		X
I-2	Force/Health Protection Condition Change		X	X
I-3	Use of Deadly Force	X		X
I-4	CBRNE Event	X		X
I-5	Major Disaster/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
CAT II				
II-1	Media Interest		X	X
II-2	Network Intrusion/Cyber Incident		X	X
II-3	Breach of Personally Identifiable Information (PII)		X	X
II-4	High-Interest Future Sailor, Recruit, Midshipman, Officer Candidate, Cadet, or Student Issue/ Significant Medical Event during Training		X	X
II-5	Fraternization/Sexual Misconduct between: (a) RDC/Instructor/Staff & Recruit (b) RDC/DI/Staff & Officer Candidate (c) Instructor/Staff & MIDN/Student (d) SNSI/NSI & Cadet		X	X
II-6	Khaki Misconduct (E7 and Above) Misconduct not Covered in II-5 or III-5		X	X
II-7	Incidents requiring execution of Continuity of Operations Planning (COOP)		X	X
CAT III				
III-1	Critical Interruptions (>8 hours)/Incidents that disrupt training and/or supply chain ops (>24 hours). These can include facility, personnel, and/or environmental factors			X
III-2	Planned or unplanned outage (>4 hours) of a NSTC, Command, or Relevant DoD/DON Controlled System (e.g., CANTRAC, etc.)			X
III-3	Any Negative Situation Associated with a Selection Board (e.g. STA-21, OCS, NROTC, NJROTC)			X
III-4	Arrest/confinement/suicide attempt/non-critical hospitalization >24 hours		X	X

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CCIR #	Criteria	CNETC 24/7 Voice (Note 1)	CoS 24/7 Voice (Note 1/2)	E-mail Distro (Note 3)
III-5	Fraternization/Sexual Misconduct not Covered in II-5			X
CAT IV (Note: 4)				
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 (involvement in criminal activity). SNSI/NSI reportable misconduct reported by school not covered in II-5 or II-6.		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) (Note 5)			X
IV-10	Personnel security and human resources considerations (e.g., absent without leave).			X

Note (1): Voice reports to CNSTC/CoS will be made by COs, OICs, SNSI, and NSTC DD/SAs. 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 CNSTC/CoS, call the NSTC Command Duty Officer at (847) 772-2309. The Director of Operations (Ops) and Director of Officer Development for NROTC are the back-ups.

Note (2): CoS will determine if CNSTC should be notified and make appropriate call.

Note (3): E-mail to NSTC CCIR distro: NSTC_GRLK_CCIR@us.navy.mil, which includes CoS, Director of Operations, Director of Officer Development, Staff Judge Advocate, Deputy Staff Judge Advocate, and Public Affairs Officer. Please include the NSTC Safety Officer for any Class A or Class B safety mishaps to ensure appropriate reporting to Naval Safety Command. The NSTC CDO will submit the CCIR into the CCIR portal: https://flankspeed.sharepoint-mil.us/sites/MYNAVYHR_NETCCUI/NETC%20_CCIRCUI/Lists/CCIR/AllItems.aspx.

Enclosure (1)

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NSTC CDO will notify CoS of all NJROTC, CAT I and CAT II CCIRs and receive direction before submitting into the CCIR portal .Law enforcement-sensitive CCIRs shall be emailed directly to CoS, Operations Officer, SJA and Deputy SJA, and PAO.

Note (4): All CAT IV incidents will be reported to the activity security manager and command insider threat representative

Note (5): COs, OICs, SNSI, and NSTC DD/SAs will conduct preliminary investigations of allegations of misuse; malicious damage/destruction

Note (6): For incidents involving designated applicants in the NROTC Program (i.e. College Program Basic Standing Midshipmen, or Midshipman Candidates who attend New Student Indoctrination), reports on these students should only be made when facts are made known. Under no circumstances shall the NSTC staff or units attempt to dig for information that has not been made available regarding civilian designated applicants. It is necessary to respect the privacy of civilian designated applicants and their families.

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NSTC CCIR EMAIL FORMAT

1. **Subject:** *[CCIR CAT (I, II, or III), Command, Type of Incident – Outlook email subject line should match] (NJROTC Command should read: NSTC-CD NJROTC District x, Area xx, name High School, City, State)*
 2. **Incident:** *[Specifics on type of incident]*
 3. **Notification:** *[Who has been notified/means of notification, e.g., phone call, text, or email]*
 4. **Date/Time Reported and Date/Time of Incident:** *[Differentiate between when command was notified and when incident occurred]*
 5. **Narrative Details:** *[Provide as much detail as possible (who, what, when, where, why) – include information that isn't provided in the OPREP-3]*
 6. **Actions Being Taken:** *[Describe what actions the command is currently taking]*
 7. **Estimated time of repair (if applicable):** *[For critical infrastructure interruptions, training/supply disruptions or outages, include the ETR, if known]*
 8. **Mission Impact:** *[Typically N/A unless the incident involves critical infrastructure interruptions, training/supply disruptions, or outages]*
 9. **Who Has Already Been Notified:** *[Include reports released or parallel HQ reporting to CNIC, Region Commanders, NAVFAC, etc. Commanders, SSP, NAVFAC, etc.]*
 10. **Media Interest.** *[Yes or No. If yes, provide details.]*
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EXAMPLE 1:

1. Subject: CCIR CAT III-5, RTC, Sexual Misconduct.
2. Incident: Sexual misconduct not covered in II-5. Male recruit alleged sexual assault by an unknown offender.
3. Notification: NSTC CCIR distro (email).
4. Date/Time Reported and Date/Time of Incident: Reported to RTC CO on 6 May 22 at 1100 CT. Incident occurred on 5 May 22 at approximately 0700 CT.
5. Narrative Details: Unrestricted SAPR report made to SAPR hotline. E-1 male recruit alleged sexual assault (penetration offense, non-penetration offense, or allegation did not specify if penetration or non-penetration offense) by an unknown offender in the USS Arizona. Victim is on 1-5 Day of Training. No safety concerns.
6. Actions Being Taken: SAPR services initiated.
7. ETR: N/A.
8. Mission Impact: None.
9. Who Has Already Been Notified: NCIS, RTC Legal, CNIC voice report 061700MAY22. Pending release of OPREP-3/XXX.
10. Media Interest: Not anticipated.

Enclosure (2)

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EXAMPLE 2:

1. Subject: CCIR CAT III-1, OTC, Incident that Disrupts Training.
2. Incident: Impairment to instruction due to roof damage.
3. Notification: NSTC CCIR distro (email).
4. Date/Time Reported and Date/Time of Incident: Reported to OTC CO on 3 May 22 at 0800 ET. Incident occurred on 2 May 22 at approximately 2200 ET.
5. Narrative Details: NS Newport experienced severe winds and rainfall on 2 May 22 resulting in serious roof damage, water intrusion, and falling debris affecting 7 of 8 classrooms on the third deck of Callaghan Hall (bldg. 370). OTC Safety Officer, N4, and XO inspected all rooms and deemed them unsafe, and not conducive for training.
6. Actions Being Taken: NAVFAC contacted, and emergency temporary repairs were initiated. A comprehensive roof repair or replacement project is needed to permanently fix the issue. All classrooms will require thorough cleaning prior to resumption of training and remain closed until further notice.
7. ETR: Unknown.
8. Mission Impact: OTC leadership is coordinating with other commands on base to utilize classrooms.
9. Who Has Already Been Notified: NAVFAC at NS Newport and NSTC N4. Pending release of Impaired Training and Education Report (ITER).
10. Media Interest: Not anticipated.

EXAMPLE 3:

1. Subject: CCIR CAT I-7, NROTC Unit Springfield University, Critical Injury.
2. Incident: Critical injuries as a result of a gunshot.
3. Notification: CNSTC (call), NSTC COS (call), Director of Officer Development (call), NSTC CCIR distro (email).
4. Date/Time Reported and Date/Time of Incident: Reported to NROTC Unit CO on 8 May 22 at 0900 ET. Incident occurred on 8 May 22 at approximately 0100 ET.
5. Narrative Details: A male Scholarship Midshipmen (MIDN) was accidentally shot in the chest by a non-NROTC affiliated student while attending a party at an off-campus residence at approximately 0100 on 8 May. The student that fired the weapon thought it was unloaded while pointing the weapon at the MIDN. Other students at the party immediately called 911 and emergency response arrived within 10 minutes and transported member to the Springfield University hospital where he is currently in critical condition.
6. Actions Being Taken: The next of kin was notified by the university and they are currently en route from their home on the west coast. The NROTC Unit leadership is standing by to support the family once they arrive.
7. ETR: N/A.
8. Mission Impact: None.
9. Who Has Already Been Notified: No additional reporting will occur based on MIDN's legal status in the Individual Ready Reserve.
10. Media Interest: Yes, reported on local news stations.

Enclosure (2)

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NSTC CCIR REFERENCE TERMS**CAT I**

CAT I CCIRs require immediate voice and e-mail notifications. Per enclosure (2), COs, OICs, Senior Naval Science Instructors, and NSTC DD/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.

CAT I-1: Attack/Active Shooter. Confirmed or unconfirmed attack/active shooter against or onboard any NSTC domain facility or NROTC or NJROTC personnel.

CAT I-2: Force/Health Protection Condition (F/HPCON) Change. Any increase/decrease in F/HPCON or Defense Readiness Condition that impacts any NSTC 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 (i.e., COVID). Both ordered and attainment reports are required.

CAT I-3: Use of Deadly Force. Any use of deadly force within the confines of the NSTC domain, including incidents on Navy installations near NSTC domain facilities.

CAT I-4: Chemical, Biological, Radiological, Nuclear, and high yield Explosives (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 NSTC domain 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.

CAT I-5: Major Disaster/Incident. A major natural or man-made disaster or incident on or immediately threatening any NSTC domain facility which results in, or could result in, major property damage, significant mission degradation, or requires immediate reaction by NSTC domain personnel. Examples include hurricane, earthquake, tsunami, fire, flooding, hazardous material release, sortie of assets, or emergency evacuation.

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.

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 NSTC domain (to include military dependents, NSTC civilians, and contract personnel).

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

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CAT II

COs, OICs, Senior Naval Science Instructors, and NSTC DD/SAs will immediately report all CAT II CCIRs via voice report and/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/Cyber Incident. Detection or discovery of an intrusion or attempted intrusion (e.g., Unauthorized Access, Denial of Service, Malicious Code, or Scan/Probe/ Attempted Access) into a classified or unclassified network that supports NSTC equipment/systems.

CAT II-3: Breach of Personally Identifiable Information (PII). COs, OICs, NSTC DD/SAs, and leaders at all levels will notify the COS and NSTC N6/CIO 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 ID number, by itself, when associated with the individual's name, or as part of their digital signature.
- b. The loss/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/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, Midshipman, Officer Candidate, Cadet, or Student Issue. Any issues with Recruits, Midshipmen, Officer Candidates, Cadets, or Students where there is possible high-level interest.

CAT II-5: Fraternalization/Sexual Misconduct (SA/SH). All Title IX violations (NJROTC only) or fraternization and/or sexual misconduct incidents involving the following:

- a. Recruit Division Commander (RDC)/Instructor/Staff and Recruit
- b. RDC/Drill Instructor (DI)/Staff and Officer Candidate
- c. Instructor/Staff and Midshipmen/Students
- d. Senior Naval Science Instructor (SNSI)/Naval Science Instructor (NSI) and Cadet Sexual Harassment as defined by 2020 Title IX Amendments includes sexual harassment (including sexual violence) and gender-based harassment towards students in K-12 grade. Sexual harassment means conduct, based on sex, that satisfies one or more of the following:

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(a) An employee of the school condition the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual contact.

(b) Unwelcome conduct, determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.

(c) Gender-based harassment is unwelcome conduct based on a student's sex, or harassing conduct based on a student's failure to conform to sex stereotypes.

CAT II-6: Khaki Misconduct (E7 and Above) 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. Other abusive conduct by SNSI/NSI or anyone in the NJROTC program, at JROTC sponsored activities, host school activities, or while conducting JROTC or host school business. This includes failure to take appropriate actions upon receiving a complaint of sexual harassment, sexual assault, or other abusive conduct.

CAT II-7: Incidents Requiring Execution of COOP. Any incident requiring the actual execution of a COOP. This does not include postsecondary institution holiday facility closures commonly requiring execution of COOP and telework plans. Voice and written report should indicate the incident causing plan execution. OPREP-3 Navy Blue reporting requirements should be used for follow-on reporting.

CAT III

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

CAT III-2: Planned or unplanned outage (>4 hours) of a Naval Education and Training Command (NETC), NSTC, Command, or Relevant DoD/DON Controlled System (e.g., TRANET, CTARS, CANTRAC, etc.). Any system experiencing an outage that would potentially impact NSTC customer support services or customer relations management.

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

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

CAT III-5: Fraternization/Sexual Misconduct Not Covered in II-5 (e.g. Recruit to Recruit, Officer Candidate to Officer Candidate, MIDN to MIDN, or prior to service). Any sexual misconduct that does not involve:

- a. RDC/Instructor/Staff and Recruit
- b. RDC/DI/Staff and Officer Candidate
- c. Instructor/Staff and MIDN

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All fraternization and/or sexual misconduct incidents involving personnel within the NSTC 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. CNSTC is the first Flag in the chain of command for reporting SAPR reports.

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 (e).