



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 3100.1A
6/IT

20 SEP 2006

USNA INSTRUCTION 3100.1A

From: Superintendent

Subj: SPECIAL INCIDENT REPORTING (OPREP-3 AND UNIT SITREP) PROCEDURES

Ref: (a) OPNAVINST 3100.6H

Encl: (1) OPREP-3 PINNACLE Guidelines
(2) OPREP-3 NAVY BLUE/FADED GIANT Guidelines
(3) OPREP-3 NAVY BLUE Guidelines
(4) OPREP-3 UNIT SITREP Incident Guidelines
(5) OPREP-3 NAVY UNIT SITREP TALON Incident Guidelines

1. Purpose. To provide general guidance and procedures for reporting events and special incidents occurring at the U.S. Naval Academy or involving Naval Academy personnel or vessels which may attract national command and/or high level U.S. Navy interest.

2. Cancellation: USNA Instruction 3100.1

3. Applicability. This instruction applies to all military and academic divisions and departments of the Naval Academy, and all vessels operated by the Naval Academy.

4. System Description. The OPREP-3 reporting system is a library of standard line sets in joint reporting message format which provide the necessary elements of information in cases involving incidents or events of interest to national command and/or high level U.S. Navy authorities. Reports within the system are transmitted by voice and/or hard copy message. Reference (a) contains detailed set description for creation of messages.

a. An initial OPREP-3 report is normally the first indication to senior authority that an incident has occurred which is of national level interest (OPREP-3 PINNACLE series) or of high U.S. Navy interest (OPREP-3 NAVY BLUE series). The UNIT SITREP does not fit these criteria but is intended to report significant events or incidents not meeting the requirements for PINNACLE or NAVY BLUE reports. National level interest is presumed when it is conceivable the National Command Authorities (NCA) and/or the highest levels of government will desire timely knowledge of the incident. Incidents which are not of interest to the NCA, but are of great concern to the Chief of Naval Operations (CNO) and other senior naval commands, are considered high U.S. Navy interest.

b. The following provides a brief synopsis of reports likely to be filed as a result of an incident at affecting the Naval Academy, its personnel, and/or equipment and vessels. For other incidents, see reference (a). Enclosures (1) through (4) summarize reference (a) situation guidance for the following message types:

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FLAGWORDS	PURPOSE	REFERENCE
PINNACLE	Any event or incident where national level interest is indicated other than those below.	Ref (a), Chapter 3 Section I
NAVY BLUE/FADED GIANT	Any nuclear reactor or radiological accident involving equipment used with naval reactors or other naval nuclear energy devices while such equipment is in the Navy.	Ref (a), Chapter 4 Section IV
NAVY BLUE	Any event or incident where high Navy (vice national) interest is indicated other than those listed above.	Ref (a), Chapter 4,
UNIT SITREP	a. Any event or incident not meeting criteria for OPREP-3 reporting. b. To augment OPREP-3 reporting. c. To report bomb threat hoaxes.	Ref (a), Chapter 5 Section I
UNIT SITREP TALON	Possible Terrorist	Ref (a), Chapter 5 Section III

5. General Instructions

a. Timeliness. Special incident/event information must be passed to the proper recipients as soon as possible after an occurrence. The emphasis is on immediacy rather than content.

(1) The initial report for OPREP-3 PINNACLE series reports is to be made by voice within five minutes of knowledge of the incident/event. This report is to be followed by a record copy message within 20 minutes after the knowledge of the incident/event. Initial OPREP-3 PINNACLE reports will use "FLASH" precedence. Follow-on reports will be made at a lower level of precedence.

(2) The OPREP-3 NAVY BLUE series reports use the same timeliness guidelines as the OPREP-3 PINNACLE series. In general, initial OPREP-3 NAVY BLUE /FADED GIANT reports will use "FLASH" precedence.

(3) Initial UNIT SITREP reports will be by message within 20 minutes of knowledge of the incident/event. They will use a precedence deemed appropriate by the originator; at the Naval Academy usually "IMMEDIATE" or "PRIORITY." Voice reports are NOT REQUIRED.

(4) INITIAL VOICE AND MESSAGE REPORTS ARE NOT TO BE DELAYED TO OBTAIN FURTHER INFORMATION NOR ARE SENIORS IN THE CHAIN-OF-COMMAND AUTHORIZED TO REQUIRE COMPLETE INITIAL REPORTS.

b. Classification. All OPREP-3 and UNIT SITREP reports will be classified as follows:

(1) Unnecessary or higher than the necessary classification will be avoided.

(2) At the Naval Academy most reports will be UNCLASSIFIED. Each incident must, however be evaluated on its own merits.

c. Serialization. All OPREP-3 and UNIT SITREP message reports, regardless of flagword type, will be serialized in sequence by incident, beginning with 001 which is assigned to the first incident of each calendar year. Reports will use one set of serial numbers for OPREP-3 reports and UNIT SITREP reports. Additional message reports concerning the same incident will be assigned sequential letter

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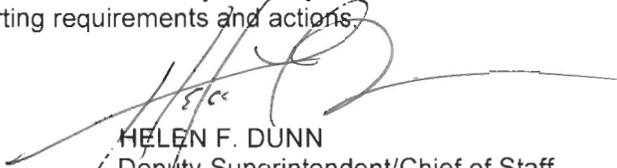
suffixes, i.e., 001A, 001B, 001C, etc. The first message of the next incident will be 002, with subsequent reports on the same incident assigned successive suffixes, 002A, 002B, 002C, etc. Should an incident run into a new year, continue with the serialization suffixes until the final report of the incident. The Deputy Superintendent/Chief of Staff (DEPSUPE/COS) will assign serial numbers.

6. Action

a. Organizations and/or individuals knowing of an incident/event meeting the guidelines of an OPREP-3 PINNACLE, OPREP-3 NAVY BLUE, or UNIT SITREP are required to notify the DEPSUPE/COS immediately. After working hours the Naval Academy Duty Officer is to be notified immediately. Divisions/departments affected by such an incident/event will provide required information to the DEPSUPE/COS/Naval Academy Duty Officer (NADO), who will then submit required reports,

b. The DEPSUPE/COS is responsible for submission of the OPREP-3 and UNIT SITREP reports. After working hours the NADO will act in his stead.

c. The Senior Watch Officer for the NADO will maintain, in the NADO, briefcase required serial logs and message formats as well as reference (a) for the submission of required reports. Together with the Naval Academy Communications Officer and Naval Academy Security Officer he will ensure NADO's receive training in the special incident reporting requirements and actions.



HELEN F. DUNN
Deputy Superintendent/Chief of Staff

Distribution:
All Non-Mids (electronically)

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OPREP-3 PINNACLE GUIDELINES

1. General Instructions. The OPREP-3 PINNACLE is used by any unit to provide the National Command Authorities (NCA) and appropriate naval commanders with immediate notification of any incident where national level interest is indicated, but does not require reporting in any OPREP-3 PINNACLE series reports.
2. Examples at the Naval Academy. The event will generally fall within one of the following categories:
 - a. An occurrence of such impact that it requires the immediate attention of the NCA. Included are those occurrences which have actual or potential international repercussions, such as the creation of tension or undesirable relations between the United States and other countries.
 - b. Those occurrences having high national interest which:
 - (1) have changed or may seriously change current operations, or
 - (2) involve natural or manmade disasters or civil disorders.
 - c. Any other incident when it is conceivable that the highest level of government will require notification. The following incidents are provided as guidance for events/incidents possible to occur at the Naval Academy (reference (a) gives additional examples):
 - (1) Defections of foreign personnel, including asylum requests and incidents.
 - (2) Acts of, or attempts at, sabotage by foreign nationals against U.S. forces or installations.
 - (3) High jacking, or attempted high jacking of ships or aircraft of U.S. or foreign ownership.
 - (4) Serious injury of a civilian: loss of, or substantial damage to, civilian property caused by military equipment, such as aircrafts or ships, when national level interest is indicated.
3. If doubt exists as to whether an event or incident is or could possibly develop into a matter of White House, Department of Defense, Joint Service, or major news media interest, submit an OPREP-3 PINNACLE report.

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OPREP-3 NAVY BLUE/FADED GIANT GUIDELINES

1. General Instructions. The OPREP-3 NAVY BLUE/FADED GIANT is used to notify the CNO and other naval commands of any nuclear reactor accident or radiological accident involving naval nuclear reactors, or other naval nuclear energy devices (excluding nuclear weapons) or radioactive materials under the custody of the Navy.

2. Definition. OPNAVINST 3040.58 defines such accident as:

a. NUCLEAR REACTOR ACCIDENT - An uncontrolled reactor critically resulting from damage to the reactor core or an event such as the loss of coolant which results in significant release of fission product from the reactor core.

b. RADIOLOGICAL REACTOR ACCIDENT - A loss of control of radioactive material which presents a hazard to life, health or property or which may result in any member of the general population exceeding exposure limits for ionizing radiation.

3. Other events. An event or expected event involving radiological material or radiation exposure which does not constitute a radiological accident, but is of such nature to warrant immediate notification of cognizant higher authority, will be by OPREP-3 or UNIT SITREP as appropriate. Included in this category are those events which are likely to give rise to injuries by the public or press.

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OPREP-3 NAVY BLUE GUIDELINES

1. General Instructions. OPREP-3 NAVY BLUE reports are used to provide the CNO and other appropriate commands with information concerning incidents of military, political, or press interest which are of high Navy, vice national, level interest.
2. Examples. The reports are submitted to provide "as it happens" information on the following types of incidents which could occur at the Naval Academy (other examples are provided in reference (a)).
 - a. BOMB THREATS which are evaluated by the reporting officer as probably valid. For those evaluated as, or determined to be, hoaxes use a UNIT SITREP. See USNINST 3440.1 for submission of Bomb Threat and Bomb Hoax reports.
 - b. Instances of misconduct which may be reported by local press.
 - c. Significant damage to civilian property resulting from the actions of members of the Department of the Navy.
 - d. Near or actual collisions of minor significance of naval ships or aircraft with civilian ships or aircraft.
 - e. Discharges or spills of material or fluids that might be considered pollutants which endanger critical water areas, have the potential to generate public concern, become the focus of enforcement action, or pose a threat to public health or welfare.
 - f. Events involving radioactive material or radiation exposure which do not present a threat to life, health, or property, but which are of such a nature to warrant immediate notification of cognizant higher commands. Included in this category are those events having domestic implications and those which are likely to give rise to inquiries by the public or the press.
 - g. Acts or attempts to willfully destroy property of the U.S. Navy.
 - h. Disorders or natural disasters of minor significance if naval assistance is provided or requested.
 - i. Death of, critical injury to, or missing commanding or senior officers (flag officer or equivalent).
 - j. Fires, floods, explosions, collisions, groundings, or other accidents to naval units.
 - k. The diagnosis of any disease of potential epidemic significance.
 - l. Major and serious incidents with racial overtones which indicate a serious lack of racial harmony and which could become a matter of high Navy interest.
 - m. The loss at sea of ships or boats or other valuable equipment.
 - n. Incidents involving death, serious injury, or serious illness in which the adequacy of medical care is reasonably in question.
 - o. Any incident of high level Navy interest which does not fall into the category of any other report in the OPREP-3 PINNACLE or NAVY BLUE series.

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UNIT SITREP INCIDENT GUIDELINES

1. General Instructions. The UNIT SITREP is used to provide appropriate higher authority and other potentially interested or affected commanders with notification of any incident not meeting OPREP-3 special incident report criteria. It is submitted under the following circumstances:

- a. WHEN BOMB THREATS HAVE BEEN EVALUATED AS HOAXES.
- b. When directed.
- c. When considered appropriate.

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OPREP-3 NAVY UNIT SITREP TALON

1. General Instructions. The OPREP-3 NAVY UNIT SITREP TALON is used by any unit to provide the immediate superior in command, other naval commanders, and other non-U.S. Navy AT-related commands and government agencies with notification of a possible terrorist-related incident or event or of an incident or event that had been subsequently evaluated as a non-threat or hoax.

2. Examples. Submit an OPREP-3 NAVY UNIT SITREP TALON to provide information on possible terrorist-related incidents or events or of an incident or event that has been subsequently evaluated as a non-threat or hoax. The event or incident may fall within one of the following categories:

a. Any suspected swimmer sighting inside or near U.S. vessels that may pose a threat to vessels or facilities.

b. Non-specific threats to Navy or other DoD interest. Non-specific threats may be received by any means, and may contain a specific time, location or area for an attack against Navy or other U.S. forces, facilities, or missions. This includes, but not limited to, any event or incident, or series of events or incidents, which in and of themselves may indicate the potential for a threat to the Navy or U.S. forces, facilities, or mission, regardless of whether the threat posed is deliberately target or collateral. If the Commander determines this "non-specific threat" may warrant immediate action, consider reporting via OPREP-3 NAVY BLUE TALON).

c. Suspected surveillance of U.S. Navy or other DoD facilities and personnel. This includes any reported possible surveillance in which an attempt to record information or to use usual means to monitor the activities is observed. Such attempts may include use of cameras (either still or video), note taking, annotated maps or drawings, hand-drawn maps or diagrams, use of binoculars or other vision-enhancing devices, or any reports from host nation's security forces of possible surveillance of U.S. Navy or U.S. assets.

d. Elicitation attempts, suspicious questioning, or other suspected intelligence collection activities focused on U.S. Navy or other DoD interests. These include any attempts to obtain security-related or military-specific information by anyone who does not have the appropriate clearance and the need-to-know. Elicitation attempts may be made by mail, fax, telephone, computer, or in person.

e. Tests of security. These include any attempts to measure security reaction times or strengths; any attempts to test or penetrate physical security barriers or procedures; and any attempts to acquire or duplicate uniforms, badges, passes, or other security-related documents.

f. Unusual repetitive activity. These include any activities that meet one of the other TALON criteria and have occurred two or more times - the same activity by the same person and/or vehicle, within a one-month period.

g. Any other suspicious activity or incident reasonably believed to be related to terrorist activity directed against U.S. Navy other DoD personnel, property, and activities. A suspicious activity or incident is one that meets any of the above criteria.

(1) Any activity or incident that does not specifically fit into the aforementioned criteria, yet is believed to represent a force protection threat, should be reported as a suspicious activity or incident.

(2) Examples of this include: thefts of material that could be used to manufacture false identification cards; thefts of military uniforms that may be used to gain access to a military installation.