



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 3440.2  
N5  
24 Feb 2022

COMNAVRESFORCOM INSTRUCTION 3440.2

From: Commander, Navy Reserve Forces Command

Subj: CRISIS ACTION TEAM ORGANIZATION AND MANNING

Encl: (1) Crisis Action Team Organization  
(2) Crisis Action Team Membership List  
(3) Crisis Action Team Leadership Designation Letter

1. Purpose. This instruction establishes the composition, responsibilities, and duties of the Crisis Action Team (CAT) and identifies directorate wide augmentation billets during times of crisis for the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM). The duties and responsibilities of the CAT will take precedence over normal assigned duties and responsibilities. This applies to exercises and actual crisis response contingencies.

2. Mission. To coordinate the efforts of the COMNAVRESFORCOM for crisis response operations.

3. Background

a. A transition from routine operations to crisis response operations can occur during times of political-military tension, terrorist actions, global pandemics, and natural disasters. The time-sensitive nature of crisis response operations requires an efficient procedure for augmenting the command duty officer (CDO) with specifically-assigned staff personnel to ensure appropriate levels of crisis response are applied.

b. The CAT provides the commander and his staff with a rapid process to conduct coordination, contingency planning, enhanced situational awareness, and ensure an appropriate level of management capability is readily available during crisis response operations.

c. The CAT is composed of COMNAVRESFORCOM staff personnel who possess the subject matter expertise from their staff functional codes.

4. Responsibilities

a. The CAT is focused to ensure effective responses to crisis situations that arise at COMNAVRESFORCOM and subordinate commands and is activated when transition from routine operations to crisis response operations is determined necessary by the Chief of Staff. This requires the full participation of COMNAVRESFORCOM personnel.

b. COMNAVRESFORCOM COS will:

- (1) Activate and or deactivate the CAT.
- (2) Establish the CAT “battle rhythm” to manage the requirements of the crisis response.
- (3) Determine if CAT must operate at COMNAVRESFORCOM or continuity of operations (COOP) site.
- (4) Upon CAT deactivation, determine if functions formerly performed by the CAT will become an enduring requirement and assign to the appropriate staff code.
- (5) Designate the CAT director, CAT assistant director and two additional CAT officers.

c. COMNAVRESFORCOM CAT Director will:

- (1) Be responsible for executing the COMNAVRESFORCOM crisis response effort.
- (2) Establish a dedicated conference room per the non-secure internet protocol router and secret internet protocol router classification requirements of the specific crisis situation.
- (3) Oversee all CAT activities and personnel detailed for a given event.
- (4) Provide information and recommend course of actions to COMNAVRESFORCOM.
- (5) Coordinate with appropriate CAT and other staff functions as required.
- (6) Conduct recurring CAT briefings and maintain a focus on the agenda and taskers.
- (7) Coordinate CAT hours of operations and manning based on direction from COMNAVRESFORCOM and publish the associated watchbill as necessary.
- (8) In coordination with DCOSs, maintain the CAT membership list as a living document.
- (9) Coordinate with COMNAVRESFORCOM manpower and operations directorates for the activation of Reserve personnel for crisis response support when required.

d. COMNAVRESFORCOM Assistant CAT Director will:

- (1) Report directly to the CAT Director.
- (2) Serve as CAT Director in the event the designated CAT Director is unable to assume the role due to leave, illness, or other circumstances.

(3) Serve as the senior on-duty officer in the absence of the CAT Director.  
(4) Provide oversight of the CAT watch section and processes, to include operations and infrastructure management.

(5) Ensure procedures are followed and required tasks are accomplished.

e. COMNAVRESFORCOM DCOS and Special Assistants will:

(1) Assign subject matter expert code personnel to the CAT as requested by the CAT director.

(2) Ensure assigned personnel are available to attend required CAT events and receive billet-specific training for CAT watch qualification.

(3) In the event of a large scale mobilization:

(a) Manpower DCOS will coordinate with Training Support Center Reserve Services Branch (RSB) for increased manning in support of crisis action administrative support.

(b) Operations DCOS will appoint a single travel point of contact (with supporting team) to handle operational movement concerns, integration, coordination, and planning with Navy Passenger Transportation Office and Naval Station Norfolk Travel Office travel.

(c) Logistics DCOS will ensure the government travel charge card batch uploads occur in 24 hours prior to travel being booked to allow for adequate time to process and accomplish prescribed card maintenance actions.

(d) Information Technology DCOS designate the IT/COMMS and message CAT members.

(e) Force Comptroller DCOS will create a line of accounting to facilitate potential selected reservists support.

(f) Flag Secretary designate the Administrative CAT member.

f. COMNAVRESFORCOM CAT members will:

(1) When not activated, report any changes in status (departing command, changing N codes, etc.) to the CAT Director for re-assignment or removal from the CAT.

(2) Maintain current recall information in the event of sudden or emergent activation and tasking.

(3) When activated, report to the designated command watch floor for an initial situation brief from the CAT Director. Once watchbill assignments are published, subsequent watch sections will report to the CAT spaces 30 minutes prior to shift change to ensure adequate time for turnover to include obtaining situational awareness and allowing for the exchange of information.

(2) Be familiar with this instruction and appropriate references.

(3) Keep the CAT Director and the senior watch officer (SWO) updated with their current contact information, to include berthing information in the event of alternative site operations.

i. COMNAVRESFORCOM SWO will:

(1) Monitor the leave status of designated CAT members via the Navy Standard Integrated Personnel System (NSIPS) in coordination with the assistant SWO (ASWO).

(2) Coordinate watch efforts between the CAT and COMNAVRESFORCOM duty section to avoid duplicate efforts, if appropriate

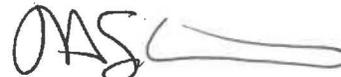
J. COMNAVRESFORCOM AWSO will:

(1) Report to the SWO.

(2) Monitor the leave status of designated CAT members via NSIPS in coordination with the SWO.

(3) Resolve any conflicts between the CAT watchbill and CDO watchbill.

5. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



J. A. SCHOMMER

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Website, <https://navyreserve.navy.afpims.mil/Resources/Official-Guidance/Instructions/>.

**CRISIS ACTION TEAM ORGANIZATION**

**CRISIS ACTION TEAM Watchbill**

<u>Duty</u>	<u>GRADE</u>
CAT Director	O5-O6
CAT Assistant Director	O4-O5
Officer	O3-O4
Officer	O3-O4
Admin Watch Stander	E3-E8
IT/COMMS Watch Stander	E3-E8
Message Watch Stander	E1-E6

**OTHER POTENTIAL CRISIS ACTION TEAM REPRESENTATION/AUGMENTATION**

Public Affairs Officer  
Legal Officer  
Safety Officer  
Physical Security  
Force Protection  
N1  
N2  
N3  
N4  
N5  
N6  
N7  
N8  
N01D

1. The constituent functions comprising the CAT watchbill will be tailored to the situation and should normally be capable of four complete sections assigned by name for each position. Normally, only two of the four sections will be utilized on any given day during extended business hours with each section standing watch every other day. The CAT watchbill will be updated and managed by the CAT Director as required.

2. The CAT will have the capability for sustained 24 hour operations with four sections standing 12 hour shifts (without augmentation if required). At the discretion of the CAT Director, the duty sections will alternate days resulting in one day on then one day off watch. Assigned personnel not in a leave status must respond to required tasking and be capable of full activation as CAT watch standers within twelve hours of notification. Assigned personnel on leave may be recalled at COS discretion. The Senior Watch Officer and Assistant Senior Watch Officer must remain informed of travel and leave of assigned watch standers.

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3. The CAT Director will tailor CAT manning and watchbill as required in order to conduct effective crisis response mission support.

Enclosure (2)

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**CRISIS ACTION TEAM Membership List**

<b><u>Code</u></b>	<b><u>NAME</u></b>	<b><u>Phone Number</u></b>	<b><u>Email</u></b>
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Enclosure (2)

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**Sample Crisis Action Team Leadership Designation Letter**

3440  
N00

From: Commander, Navy Reserve Forces Command  
To: LCDR Joe A. Sailor, USN

Subj: DESIGNATION AS CRISIS ACTION TEAM DIRECTOR

Ref: (a) COMNAVRESFORCOM 3440.2

1. You are hereby appointed as Commander, Navy Reserve Forces Command Crisis Action Team Director. You are to familiarize yourself with reference (a).

a. Name:

b. Rank:

c. Code:

2. This designation shall remain in effect until you are transferred from the command or rescinded in writing.

I M. SAILOR

Enclosure (3)