

3. Reporting Requirements

- a. Critical Injuries or Death to Subordinate Command Personnel. Any occurrence resulting in critical injuries (defined as life threatening, loss of limb, a serious hospitalization, and/or that has a life-altering impact), or loss of life to persons assigned to COMNAVRESFORCOM subordinate commands, including Department of Defense (DoD) and Department of the Navy (DON) civilians, contract personnel and reservists that are not in a duty status.
- b. Media Interest. Incidents involving a subordinate command and/or its personnel (whether staff members or Selected Reservists (SELRES)) that have or are anticipated to spark media coverage, could cause significant discredit to the Navy, or will generate COMNAVRESFOR, Chief of Naval Operations, or higher-level interest.
- c. Force Protection (FP) Incidents. All FP related incidents that are also required reports by Navy region CCIR guidance.
- d. Arms, Ammunition, and Explosives (AA&E). Any change in normal operations to AA&E storage, to include an inoperable or malfunctioning Intrusion Detection System (IDS).
- e. Significant damage or degradation to facilities which causes a negative impact to mission.
- f. Significant weather event (hurricane, snowstorm, tornado, etc.) which requires evacuation of personnel and/or directly impacts mission.
- g. Determination on whether a situation requires reporting will always be based upon the judgment of the Commander or Commanding Officer submitting the report. Where doubt exists as to whether an incident meets reporting definitions and criteria, the event must be reported to the Chain of Command (COC).

4. Responsibilities

- a. Deputy COS for COMNAVRESFORCOM Plans and Policy (N5) will annually review and update this notice.
- b. Echelon IV Commanders and Commanding Officers will:
 - (1) Provide timely and appropriate notification to COMNAVRESFORCOM and/or other assigned or identified COMNAVRESFORCOM staff.
 - (a) Immediate voice report to Command Duty Officer (CDO) with follow on email to Commander (COM), Chief of Staff (COS), Executive Director (ED), Command Master Chief (CMC); if media interest include Public Affairs Officer (PAO). Events involving civilian employees should also be reported to the Director, Civilian Human Resources (N00CP).
 1. COM shall only receive CCIRs for critical injuries/death, media interest, and high level leadership interest with a follow on call/text. CCIRs to COM shall also include COS, ED, CMC and if required, PAO and N00CP.

2. All other CCIRs shall be reported to COS, ED, CMC and if required, PAO and N00CP.

(b) Email reports should be timely and provide a complete and situational picture as possible under the prevailing circumstances. Reports should include who, what, when, where, and why in the standard format that is in enclosure (1). The need for complete information, however, must be balanced with the timeliness of the report.

(c) Amplifying information must also include ongoing action and the impact to mission, if any.

(2) Where doubt exists as to whether an incident meets reporting definitions and criteria, the event must be reported to the COC.

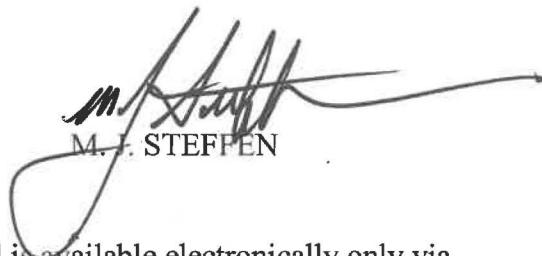
(3) Ensure continuing communications between assigned duty personnel at both the subordinate command and COMNAVRESFORCOM. Updates are provided under the following candidates:

(a) Change in Circumstances. When a situation changes or the status of the matter changes to the degree that decision-making and readiness could be impacted (e.g., repair/completion, discrepancy resolved, final adjudication or action resolved, additional assistance requested, increased media involvement, increase/decrease of progress/trends).

(b) Modification or Revision Necessary. When initially reported, facts were limited or unknown and the authority submitting the original CCIR or SER reasonably concludes that a modification or correction to the original CCIR or SER is necessary and warranted.

(c) Reported Condition Remains Unchanged for Extended Period. If an event or reportable situation, which justified the issuance of an CCIR or SER, remains unresolved and unchanged for greater than seven calendar days, the respective echelon IV Commander/CO must inform COMNAVRESFORCOM COS via email and must detail the unchanged status, any plan to resolve or to mitigate the situation and the anticipated time for resolution of the matter.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.



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Releasability and distribution:

This notice is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>

SAMPLE INCIDENT DATA REPORT

Use this form to gather information germane to incident. To be used in preparing the voice and email report to Immediate Superior in Command.

COMMAND:

DATE AND LOCAL TIME OF INCIDENT:

LOCATION OF INCIDENT:

NATURE OF INCIDENT:

NUMBER OF PERSONS INVOLVED: MILITARY:
CIVILIAN:

BRANCH/DUTY STATUS/GENDER/RACE:

SEVERITY OF INJURIES:

PROPERTY DAMAGE:

HAS THE NEXT OF KIN BEEN NOTIFIED AND WHEN:

BRIEF NARRATIVE OF MISHAP:

- Who was involved?
- What happened?
- Why did it happen?
- Is media attention anticipated?
- Was NCIS notified?

COMMAND'S ACTIONS:

- What future action is contemplated? Is assistance required?
- What is the impact on the command's mission capability?