

SECTION II - GENERAL INSTRUCTIONS1. Timeliness

a. Reporting commands must pass special incident/event information to the proper recipients as soon as possible after the occurrence. Incidents/events of high level national interest, or for which a CRITIC (Critical Intelligence) report is submitted, will be passed immediately to the NMCC. The emphasis of the report is on immediacy rather than content. The initial report is to be made by voice within 5 minutes of knowledge of the incident/event. This voice report is to be followed by a record copy message within 20 minutes after knowledge of the incident/event.

NOTE: OPREP-3 PINNACLE/NUCFLASH messages require both an amplifying voice report and an initial record message report within 5 minutes after transmitting the initial voice report.

b. Initial OPREP-3 PINNACLE series reports will use "FLASH" precedence. Initial OPREP-3 NAVY BLUE series reports will use "IMMEDIATE" precedence. Initial UNIT SITREP reports will use a precedence deemed appropriate by the originator.

NOTE: OPREP-3 NAVY BLUE/FADED GIANT reports will use "FLASH" precedence.

c. All OPREP-3 and UNIT SITREP reports are exempt from MINIMIZE conditions.

d. Flagwords are used to indicate the significance of the reports and to ensure fast handling, (e.g., OPREP-3 PINNACLE/NUCFLASH or OPREP-3 NAVY BLUE/FADED GIANT).

e. 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. The Remarks (RMKS) data set for each report (excluding OPREP-3 PINNACLE/NUCFLASH) will be used to briefly explain any excessive delay in reporting which might be inferred from comparison of the incident time and the DTG of the initial report.

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

a. For immediacy and when there is reasonable doubt about the appropriate level of classification, a tentative classification at a higher level may be made by an originator until an Original Classification Authority (OCA) makes a final determination (see Section 6-12, OPNAVINST 5510.1H).

b. Unnecessary or higher than necessary classification will be avoided. A report should be classified because of the information it contains or because of the information it may reveal when associated with other information. Reports should be classified only to protect national security.

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c. In the absence of a secure voice telephone, commanders may transmit classified reports on any nonsecure circuit regardless of classification when, in their judgement, even brief delays in transmission would not be acceptable.

d. The voice reports may be abbreviated if operational security considerations make this absolutely necessary; however, the reporting command must carefully weigh the security considerations against the senior commands' need for timely information for each incident.

e. OPREP-3 reports containing Restricted Data (RD) or Formerly Restricted Data (FRD), as defined in OPNAVINST 5510.1H, must be identified in the classification line and no declassification (DECL) line will be used. (e.g., CONFIDENTIAL FORMERLY RESTRICTED DATA.)

3. Serialization. All OPREP-3 and UNIT SITREP record (hard copy) message reports, regardless of flagword type, are serialized in sequence by incident, beginning with 001 which is assigned to the first incident of each calendar year. Both reports are to use the same series of sequential serial numbers vice using one set of serial numbers for OPREP-3 reports and a separate set for UNIT SITREPs. Additional record message reports concerning the same incident will be assigned sequential letter suffixes, i.e., 001A, 001B, 001C, etc.. The first record message report of a new incident will be serialized 002, with subsequent record message reports concerning this incident assigned successive suffixes, i.e., 002A, 002B, 002C, etc.. At the end of the calendar year, should an incident require amplifying reports, continue with the serialization suffixes, i.e., 010A, 010B, etc. until the final report of the incident.

NOTE: Voice report messages of an incident will not be serialized.

4. Policy

a. From the time a unit is aware of an incident or event requiring a report, the OPREP-3 system will be the only external report with which the unit will be concerned until the unit checks out of the system by filing its last OPREP-3 for the incident. Critical Intelligence (CRITIC) reports; Missing, Lost, Stolen, or Recovered (M-L-S-R) reports of incidents involving arms, ammunition and explosives; and MISHAP reports constitute exceptions to this policy.

b. Where doubt exists as to whether an incident is of national or Navy interest, use the appropriate OPREP-3 PINNACLE series report.

c. Any incident reported via the OPREP-3 NAVY BLUE series which is subsequently considered by the originator or higher authority to be of national level interest will be changed to the appropriate OPREP-3 PINNACLE series report and processed as such. All concerned commands will be advised of the change and subsequent reports for that incident will be PINNACLES. Sequence numbers will not be changed since they are incident related.

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d. The On Scene Commander filing an OPREP-3 report who makes an error in interpretation as to message type or distribution must assume that such error will be corrected without prejudice as a matter of administrative routine.

e. Responsibility for ensuring that all affected commands are informed of an incident rests with the report originator and recipients. Originators will include as addressees all commands which may have action required of them by the guidance provided in each section of Chapter 2. Recipients should review each report to determine whether additional addressees are required.

f. Originators are also responsible for noting on the final OPREP-3 only whether a MISHAP report per OPNAVINST 5102.1C, MISHAP Investigation and Reporting, is required. See paragraph 5c.

g. The initial OPREP-3 message will sometimes be the final OPREP-3 report. Additional messages may be required for amplifying information of the same significance. Amplifying information of lesser significance will be reported in NAVY BLUEs, UNIT SITREPs, or other reports applicable to the incident.

h. SSBN units reporting under this instruction will include Director, Strategic Systems Program (DIRSSP WASHINGTON DC) as an information addressee.

i. Units reporting under this instruction shall report using their administrative title; e.g., USS LA JOLLA vice CTE 35.1.3.5 in the FROM line of the message.

j. The initial voice report will be listed as a reference (in a REF set) in the initial record message report of the event. Follow on record messages need NOT reference previously sent voice or record messages.

k. All SSNs, SSBNs, CGNs, and CVNs reporting under this instruction will include COMNAVSEASYS COM WASHINGTON DC//08// as an information addressee.

5. Related Reports

a. Commander's Operational Report (OPREP). The JOINT OPREP system provides for a number of other reports, each of which, when activated, serves a specific purpose. OPREP-1, OPREP-2, OPREP-4 and OPREP-5 are implemented as required for programs and operations of special interest. Instructions for these reports are listed in Joint Pub 6, Vol II, Part 2 (NOTAL) and are distributed to activities only as required. Since OPREP-3 has been implemented world-wide by the Joint Staff, this instruction is published separately to allow wide distribution.

b. Unit Situation Report (UNIT SITREP).

(1) The UNIT SITREP is used to inform higher authority of events or incidents which do not meet the criteria for OPREP-3 reporting, or to augment OPREP-3 reporting. Redundancy between UNIT SITREPs and OPREPs is not desired, except for clarity. Major

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features distinguishing a UNIT SITREP from OPREP-3 reports are as follows:

(a) UNIT SITREPs are normally addressed for action to the Immediate Superior In Command (ISIC), and for information to other commands with a need to know.

(b) Precedence and classification of UNIT SITREPs are as deemed appropriate by the originator.

(c) Voice reporting is not required.

(d) Content of a UNIT SITREP may be more detailed than that of an OPREP-3, and include developments during the progress of an incident which are not of immediate interest to national or high Navy commands.

(2) Bomb threats which are evaluated by the reporting unit as a probable hoax will be reported via UNIT SITREPs. Only actual bombings or those bomb threats which the reporting unit believes to be valid will be reported as an OPREP-3 NAVY BLUE. UNIT SITREPs concerning bomb threats will not include CNO as an addressee but will include DIRNAVCRIMINSERV Washington, D.C., as an information addressee.

(3) Amplifying SITREPs submitted after the submission of the initial report, either as a continuing follow-on or a final SITREP, must include in the first paragraph of the GENTEXT set, a brief summary of the incident which gives rise to the final SITREP. This summary should be no longer than two to three sentences.

(4) UNIT SITREPs are discussed in detail in Chapter 2, Section XII.

c. MISHAP Reports. OPNAVINST 5102.1C, MISHAP Investigation and Reporting, requires investigation and reporting of material (property) damage, personnel injury/death, Navy civilian occupational injuries and illnesses, motor vehicle, and explosive mishaps.

(1) Reportable injuries, fatalities, and occupational illnesses (Report Symbol OPNAV 5102-1 (PID)) include:

(a) Fatality

(b) One or more lost workdays

(c) Man overboard

(d) Electric shock requiring medical exam/attention

(e) Chemical or toxic exposure or oxygen deficiency requiring medical exam/attention

(f) Fatalities and lost workdays injuries which result from motor vehicle mishaps

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(2) For military personnel - the above categories are reportable for either on-duty or off-duty mishaps. For civilian personnel, the above categories are limited to occupational related mishaps.

(3) Reportable material (property) damage (Report Symbol OPNAV 5102-2 (MPD)) includes:

(a) For forces afloat - fire (except small container fires with no damage or injuries), flooding, collision, grounding, and explosions.

(b) All cases of material (property) damage involving a repair or replacement cost of \$10,000 or more as a result of a mishap.

(4) Reportable explosive mishaps (Report Symbol DD-FM&P (AR) 1020 (5102) (MIN:CONSIDERED)) include mishaps, incidents, and malfunctions involving nuclear explosives, explosive ordnance, chemical agents and systems.

(5) Reportable motor vehicle mishaps (Report Symbol OPNAV 5102-3 (MV)) include:

(a) Government motor vehicle mishaps involving at least \$1000 property damage or; a fatality or lost workday injury involving at least one day away from work to military personnel or to an on-duty Department of Defense (DoD) civilian or; a fatality or injury requiring treatment greater than first aid to non-DoD personnel.

(b) Private motor vehicle mishaps which result in a fatality or lost workday injury to military personnel, or to on-duty DoD civilian personnel, or \$1000 damage to DoD property.

(c) Special cases and exceptions are discussed in OPNAVINST 5102.1C.

(6) Commanders submitting OPREP-3, NAVY-BLUE, or UNIT SITREP reports will review OPNAVINST 5102.1C to determine if the incident meets MISHAP reporting requirements. The final OPREP-3, NAVY BLUE, and UNIT SITREP record reports will include one of the following statements in the REMARKS set:

"MISHAP REPORT NOT REQUIRED" or

"MISHAP REPORT TO FOLLOW" or

"MISHAP REPORT SUBMITTED".

6. Reports Control. Reports contained in this directive are exempt from reports control by SECNAVINST 5214.2B.

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7. Unit Identification Code. The use of Unit Identification Codes (UIC) is not required.
8. Standard Subject Identification Code. The use of Standard Subject Identification Codes (SSIC) is not required.