



**DEPARTMENT OF THE NAVY**  
NAVAL LEGAL SERVICE COMMAND  
1322 PATTERSON AVENUE SE, SUITE 3000  
WASHINGTON NAVY YARD DC 20374-5066

CNLSCINST 3100.6  
N00  
10 May 24

COMNAVLEGSVCCOM INSTRUCTION 3100.6

From: Commander, Naval Legal Service Command

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS FOR  
COMMANDER, NAVAL LEGAL SERVICE COMMAND

Ref: (a) OPNAVINST F3100.6K, Special Incident Reporting  
(b) OPNAVINST 5100.23H, Safety and Occupational Health Program  
(c) OPNAVINST 5102.1E, Navy Safety Investigations and Reporting Program

Encl: (1) NLSC CCIR Reporting Matrix  
(2) Voice Report Template  
(3) E-mail Template

1. Purpose. To establish a formal process for reporting critical information requirements.
2. Cancellation. CNLSCNOTE 3100.6
3. Background. Commander, Naval Legal Service Command (CNLSC) commander's critical information requirements (CCIRs) are significant events with the potential to impact the mission of Naval Legal Service Command (NLSC) or one of its three main elements – Region Legal Service Offices (RLSOs), Defense Service Offices (DSOs), and the Victims' Legal Counsel Program (VLCP). Timely and accurate reporting of CCIRs enables CNLSC to manage issues, shift resources, and best apprise senior Navy leadership. Reporting CCIRs under this notice will be in addition to any Situation Reports (SITREPs) or other reports required by other instructions, including references (a) through (c). SITREP copies may be forwarded to meet email notification requirements. This promulgates CNLSC's CCIRs.
4. Reporting. Enclosure (1) provides a listing of CNLSC CCIRs. CNLSC Executive Assistant (EA) is CNLSC's designated recipient for CCIR reports. Submitters should copy the NLSC Deputy Commander, NLSC Senior Enlisted Leader, NLSC Staff Judge Advocate, CNLSC Aide, and the Director, RLSC Operations, Director, DSO Operations, or Chief, VLCP as appropriate when sending e-mail reports.
5. Responsibilities
  - a. NLSC units will report CCIRs as outlined in enclosure (1).

b. Reports should include all relevant information known at the time of reporting and a brief summary of any intended future action. It is understood that a situation may be fluid and information may become quickly outdated. Therefore, it is up to each individual providing the report to use their best judgment and experience to determine what information is relevant to the Commander. Examples of voice and e-mail reports are contained in enclosures (2) and (3).

c. CCIRs do not require disclosure of any attorney-client privileged matters. Notifications in enclosure (1) are required by the chain of command of the affected NLSC member, but not by a DSO or VLC attorney where the attorney client-relationship would be potentially compromised by the CCIR.

## 6. CCIRs

a. CAT I. Those incidents which have high likelihood for imminent Secretary of the Navy (SECNAV) or Chief of Naval Operations (CNO) level interest and those with a strong likelihood to generate imminent national media attention.

(1) Timeline. Chief, VLCP or Commanding Officers (COs) will immediately report CAT I CCIRs by voice report to the NLSC POC. Initial voice reports will be followed by an e-mail within 12 hours. The need for a timely report will outweigh the desire for complete information. Follow-up e-mail reports are expected as new relevant facts emerge.

(2) Format. The e-mail distribution should include CNLSC in addition to those individuals identified in paragraph 3. For the CCIR voice report template, see enclosure (2). For the CCIR e-mail report template, see enclosure (3).

b. CAT II. Those incidents in which CNLSC and the Judge Advocate General (JAG) have an immediate interest but which do not rise to the level of SECNAV or CNO interest. For the NLSC CAT II reporting matrix, see enclosure (1).

(1) Timeline. Chief, VLCP, COs, or Executive Officers (XOs) will provide a timely report by e-mail. The need for a timely report will outweigh the desire for complete information. These reports should be made within 12 hours of the command becoming aware of the incident. Follow-up reports with additional new information should be expected at normal intervals as the situation develops.

(2) Format. The e-mail distribution should include those individuals identified in paragraph 3. Amplifying information should include a summary of the event as understood to date, past and ongoing action, and impact to mission. It is expected and understood that information may be incomplete. For the CCIR e-mail report template, see enclosure (3). For those circumstances that impact all NLSC commands equally, such as an imminent natural disaster, a single report can be coordinated between the RLSO, DSO, and VLCP.

c. CAT III. Those incidents in which CNLSC has an organizational interest due to potential impact on mission or resourcing availability but which do not require an immediate report. For the NLSC CAT III reporting matrix, see enclosure (1).

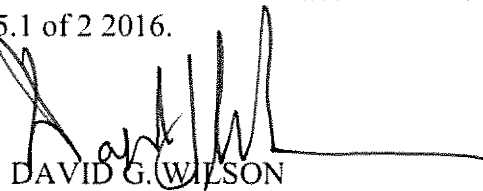
(1) Timeline. Routine e-mail reports should be provided within 48 hours by Chief, VLCP or the respective CO or XO as applicable.

(2) Format. The e-mail distribution should include those individuals identified in paragraph.

7. The need for complete information will be balanced with timeliness of the report. Amplifying information should include a summary of the event, ongoing action and impact to mission. For the format of the CCIR report, use routine and regular reporting mechanisms such as e-mail or TEAMS.

8. Records Management. Records created as a result of this instruction, regardless of media or format, shall be maintained and disposed of per records disposition schedules located on the DON Assistant for Administration (DONAA), 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>.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NLSC Executive Assistant 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 2 2016.



DAVID G. WILSON

**Distribution:**

This notice is cleared for public release and is available electronically via the Office of the Judge Advocate General website, <https://www.jag.navy.mil/library/instructions>

10 May 2024

## NLSC CCIR REPORTING MATRIX

CCIR #	Criteria	Voice Report (Immediate)	Email Distro (<12 hrs)	Email Distro (<48 hrs)	Refer to OPNAVINS T 3100.6K
CAT I					
I-1	Terrorist/force protection event, followed by immediate muster reports (as possible)	X	X		X
I-2	Arrest of NLSC member	X	X		X
I-3	Death or injury requiring in-patient hospitalization of NLSC personnel or immediate family members		X		X
I-4	Unrestricted report of sexual assault by or against NLSC member or immediate family member		X		X
I-5	Any other personal incident by or against NLSC personnel or within NLSC spaces that would require an OPREP-3 NAVY BLUE REPORT. See Chapter 4, Section I, 1.c.(1)-(5), OPNAVINST 3100.6k	X	X		X
CAT II					
II-1	Suicide attempts or ideations of NLSC personnel		X		X
II-2	Security incidents involving NLSC spaces or personnel, including courtroom security and loss or compromise of classified information		X		X
II-3	Notice of imminent natural disasters, and preparatory actions taken intended to mitigate impact to mission and personnel, followed by muster reports		X		
II-4	Formal CMEO or EEO complaint by or against NLSC personnel		X		X
II-5	Misconduct by NLSC personnel that is likely to result in formal (e.g. NJP/ADSEP/Court-Martial) action by the Commanding Officer.		X		X
II-6	Death of JAGC personnel in AOR regardless of chain of command		X		
II-7	Disease or injury of NLSC personnel resulting in an impact to mission		X		X
II-8	Verbal or written threat of physical harm or professional retaliation made against NLSC personnel		X		X
II-9	Reassignment (not due to PCA/PCS) of NLSC personnel in leadership or specially assigned position (e.g. DH, V LC)		X		
II-10	Early return of dependents from overseas		X		
II-11	Stand up of Emergency Family Assistance Committee		X		
II-12	Notification of incidents involving NLSC personnel with high likelihood of substantial media or elected official interest		X		X
II-13	RLSO only: Media in attendance at a courts-martial, BOI or admin board (when RLSO personnel are participating in the proceedings).		X		
II-14	RLSO only: High profile witness, including, but not limited to, a member of Congress, senior-level federal Executive Branch official, Governor, or major media outlet member, testifying at a courts-martial, BOI or admin board (when RLSO personnel are participating in the proceedings). Report shall be provided immediately upon submission of final witness notification as required by any Rule, Order, regulation, or instruction governing the proceeding (purpose is solely to notify senior Navy and DoD leadership and <u>not</u> to influence witness participation)		X		
II-15	NLSC-related event garnering or likely to garner high publicity		X		X
II-16	Any other personal incident by or against NLSC personnel or within NLSC spaces that would required an OPREP-3 NAVY UNIT SITREP. See Chapter 4, Section I, 1.c.(6), OPNAVINST 3100.6k				
CAT III					
III-1	Unplanned or non-routine engagements with civil authorities, elected officials, or media			X	X
III-2	RLSO Only: Notification of cases involving a TRIAD/Flag Officer			X	
III-3	Complaints regarding services provided or action taken by NLSC personnel (e.g. ICE complaint, VLC complaint)			X	
III-4	Pay issues not resolved within one month; involve amounts greater than 1/2 month's pay; or that have a significant financial impact on NLSC personnel			X	
III-5	Requests for, or provision of, significant outside legal support (e.g. major investigations, CDA support, deployments, outside legal augments)			X	
III-6	Property loss or damage within NLSC spaces exceeding \$10,000 or resulting in mission impact			X	X
III-7	IT failure impacting mission beyond 24 hours			X	X
III-8	Request for, or provision of, support by members of the TRIAD, which will result in significant time away from normal duties			X	
III-9	Sustained loss of power or disruption of services (e.g., HVAC) that impacts the provision of legal services for a period exceeding 24 hours			X	

**EXAMPLE VOICE REPORT TEMPLATE**

This is [Rank & Name], [Position].

I am calling to report [CCIR number \_\_, Subject \_\_.]

Report (brief description of incident)

1. Who
2. What
3. Where
4. When
5. Whether SITREP required
6. Mission impact
7. Likelihood of press interest or existing press interest

**EXAMPLE E-MAIL REPORT TEMPLATE**

Subject: CCIR Number \_\_\_, Type of Report: \_\_\_\_\_

BLUF: [Provide brief, one sentence summary of event].

Details: [Give a brief description of the incident]. Include pertinent details such as Who, What, Where, When, whether a SITREP is required, whether an investigation or line of duty determination is required, mission impact, likelihood of press interest, and any action taken by NLSC commands or personnel.

**[DO NOT INCLUDE CLASSIFIED INFORMATION.]**

SAMPLE CCIR CAT II-4 Update -

**Subject:** UPDATE #4: NLSC CCIR CAT II-4 - Notice of Imminent Natural Disasters

EA,

BLUF: IDALIA forecast track after landfall has moved slightly north after it makes the turn, resulting in minor improvement in projected impact for the tri-base. See chart below.

Details:

- All three installations still at 99% chance of sustained tropical storm-force winds (>33Kt).
  - Kings Bay has ~ 46% chance of sustained destructive force winds (>50KT).
  - JAX and MAY ~ 20% chance of sustained 50KT or greater.
  - Sustained gusts 25-40KT projected for tri-base until 2000 ET.
    - Safe and thorough damage assessment may not be possible until first light tomorrow but local conditions will determine.
  - Local counties are under a Tornado watch until at least 1500 ET.
- All tri-base RLSO SE, VLC, OSTC, C67, and Trial Judiciary personnel have mustered this morning and are sheltering-in-place.
  - Still NO personnel/families under mandatory evacuation orders or voluntary evacuation orders and desiring relocation.
  - Personnel advised on post-storm mustering, maintaining comms for post-storm directions, and post-storm dangers.
- Key West and Pensacola/Whiting Field to return to COR 5 by 1800 ET.
- No change to mission impact.
- No support or additional assistance is requested at this time.

Thank you for your continued support!

V/r

CO

Enclosure (3)

