



**DEPARTMENT OF THE NAVY**

NAVY RECRUITING DISTRICT NEW YORK  
990 STEWART AVENUE  
2ND FLOOR, SUITE 220  
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 3100.1D  
011

29 Aug 13

NAVCRUITDISTNY INSTRUCTION 3100.1D

Subj: SPECIAL INTEREST AND INCIDENT REPORTING

Ref: (a) OPNAVINST F3100.6J CH-2

Encl: (1) NRC Incident Reporting and Flow Chart

1. Purpose. To promulgate responsibilities, procedures and guidance in accordance with reference (a).

2. Cancellation. NRDNYINST 3100.1C CH-1

3. Background. As a Department of Defense activity, it is imperative that Navy Recruiting District (NRD) New York be accessible 24 hours a day. The Command Duty Officer (CDO) is the designated representative of the Commanding Officer, and is required to handle everything from routine calls to emergencies.

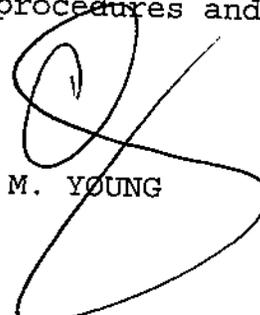
4. Action

a. The CDO upon notification of a possible incident requiring the submission of a OPREP-3/NAVY UNIT SITREP or notification to higher authority, will immediately contact the Commanding Officer, Executive Officer, Senior Watch Officer and Command Master Chief, advising them of the situation. These situations include, but are not limited to the following:

- (1) Death or serious injury of a Command Member
- (2) Government Vehicle accident causing death or serious injury
- (3) Bomb threat
- (4) Suicide (threats or attempts)
- (5) Crimes committed against or by command personnel
- (6) Other major violations of law or good order and discipline (actual, suspected or threatened)

- (7) Situations that may attract press interest
- b. Notify the NRC CDO only when directed by the CO/XO
  - (1) NRC CDO (901) 592-7215
- c. Notify the Administrative Officer or Admin Department LPO to assist with transmitting an OPREP-3/NAVY UNIT SITREP, as directed. Refer to enclosure (1) for NRC Reporting Requirements.
- d. When directed by the CO/XO, send an OPREP-3/Navy Unit SITREP via Naval Message using the procedures and appropriate template from reference (a).

C. M. YOUNG



# NRC INCIDENT REPORTING

9/27/2010

NRC CDO CALL REGION TO ENSURE CONTINUITY IN REPORTING

INCIDENT (INITIAL)

REGION DETERMINE NEED FOR REGION REVIEW/RELEASE APPROVAL ON NRD SITREP UPDATES/FOLLOW UP. NRC NOTIFICATION FOR INCREASED MEDIA OR SIGNIFICANT UPDATE.

VOICE

IF NECESSARY, CONTACT NRC CDO/DUTY IT FOR ASSISTANCE (901) 451-0864

NRD CDO → NRD CO

DEPUTY R/E (901) ~~664-4848~~ 874-9017  
DEPUTY R/W (901) 601-0767

NRC CDO (901) 451-0864

REGION COMMODORE/DEPUTY

NRC COS

CNRC

Contact NRC Duty JAG on Incidents Involving PI, SEXUAL ASSAULT, FRATERINIZATION, or ARREST of personnel. (901) 451-7748 874-9117

MESSAGE

NRD DRAFT MSG IAW 3100.6

Contact NRC Duty JAG on Incidents Involving PI, SEXUAL ASSAULT, FRATERINIZATION, or ARREST of personnel. (901) 451-7748 874-9117

NRD FWD TO REGION COMMODORE/DEPUTY FOR REVIEW AND RELEASE AUTHORITY

REGION COMMODORE/DEPUTY REVIEW, NRC NOTIFICATION

REGION COMMODORE/DEPUTY RETURN FINAL MSG & RELEASE AUTHORIZATION TO NRD

NRD RELEASE, TRACK, AND PROVIDE UPDATES AS REQUIRED TO REGION AND NRC CDO

NRC CDO & SITREP COORDINATOR TRACK AND MAINTAIN SITUATIONAL AWARENESS ON ALL INCIDENT REPORTING

CNRC PHONE CALL FOR: DUI, DOMESTIC ABUSE, SUICIDE GESTURES/IDEATIONS/ ATTEMPTS, ANY FRATERINIZATION, SEXUAL ASSUALT/HARRASSMENT(SITREP OR NOT), JAIL OR CUSTODY, ANY NEGATIVE NEWSWORTHY EVENT  
\*\*ROUTINE UPDATES ON SITREP UPDATES\*\*