IN REPLY REFER TO
OPNAVINST 1601.7L
N3/N5
02 May 2011

OPNAV INSTRUCTION 1601.7L

From: Chief of Naval Operations

Subj: NAVY HEADQUARTERS CRISIS MANAGEMENT PROCEDURES AND
       ORGANIZATION

Ref: (a) CJCSM 3430.01C, Joint Staff Crisis Organizations

1. <u>Purpose</u>. To prescribe crisis management organization,
responsibilities, duties, and procedures of the Office of the
Chief of Naval Operations (OPNAV) and staffing requirements to
support OPNAV and the Joint Staff Crisis Action Teams. Crisis
response includes, but is not limited to, defense support to
civil authority and initiation of military operations and
campaigns. This instruction is a complete revision and should
be reviewed in its entirety. Revisions include:

    a. Disestablishment of the standing Navy Crisis Action Team
(NCAT) to reflect OPNAV staff reductions.

    b. Alignment of Extended Crisis Action Team (ECAT) to
modified OPNAV staff reflecting the combination of Naval
Intelligence (N2) and Naval Communications Networks (N6) into
Information Dominance (N2/N6).

2. <u>Cancellation</u>. OPNAVINST 1601.7K.

3. <u>Background</u>. The Navy crisis action management procedures
and organization provide the Chief of Naval Operations (CNO) and
his or her staff with rapid and appropriate command and control
capability and coordinated military recommendations during
crisis situations. With flexible staffing and augmentation from
OPNAV directorates and Navy Reserve Component forces, the crisis
management organization provides a single point of contact to
assist in coordinating actions. Per reference (a), OPNAV may
also be required to provide personnel augmentation to the Joint
Staff to ensure Navy liaison between both staffs.

4. Policy. The crisis management organization includes permanent watch standers assigned to the Navy Operations Center (NOC) located in the National Military Command Center (NMCC), supplemented by "on call" watch team members assigned to the ECAT. CNO has assigned the NOC to provide initial response to a crisis situation. As the situation dictates, the Deputy Chief of Naval Operations (Operations, Plans and Strategy) (N3/N5) may direct increased OPNAV staff participation through activation of the ECAT.

a. Watch teams supporting the crisis management mission within OPNAV Operations and Plans Division (N31), are:

(1) NOC. Located in the NMCC, the NOC, as an organization within N31, coordinates with the Joint Staff, component commander staffs, service and government agency watch teams, and OPNAV directorates. The NOC leads the preparation and presentation of the CNO's daily operations brief, other daily products, tracks requests for information (RFIs) and taskers, and is the primary crisis briefer (normal operations).

(2) ECAT. During initial and extended crisis response situations, N31 personnel will augment the NOC with additional watch standers as required (see tables 1 and 2).

b. When a crisis or other military operation requires subject matter expertise beyond the capability of the N31 organization, N3/N5 shall activate an ECAT sized appropriately for the anticipated nature of the event. The watch organization and battle rhythm of the ECAT will be tailored to manage the long-term requirements of the operation. Full manning is defined in table 3. These watch requirements may be modified further by designating selected watch positions as "virtual" (via phone, Internet, or other collaborative means). (Condition I: Crisis Operations, and Condition II: Sustainable Crisis Operations)

5. Responsibilities

a. N3/N5 will direct activation and deactivation of the ECAT for crisis response.

b.   Directorates tasked to support ECAT manning will provide a watchbill input for their assigned positions at the beginning of each calendar quarter. Each watch position will have a minimum of four and a maximum of eight watch standers assigned. Directorates' input will include name, security clearance, training status, and recall information. This data will be maintained on the Secret Internet Protocol Router Network OPNAV NOC Headquarters Web page at: https://clspcdom02.cno.navy.smil.mil/NOC. Directorate personnel assigned to the watchbill, or their alternates if in a temporary assigned duty or leave status, must be available 24 hours per day, 7 days per week. Assigned personnel must be able to respond to required tasking and must be able to fully activate as ECAT watch standers within 4 hours of notification.

c.   NOC, OPNAV Operations and Information Branch (N310) will act as the senior watch officer in all matters pertaining to the NOC and ECAT.

d.   CNO Operations and Plans Navy Reserve Unit will provide support to man the ECAT Joint Staff liaison officer position when the ECAT is activated.

e.   Each ECAT member will participate in regularly scheduled training in the Resource Situation Awareness Center (RSAC). Upon notification of ECAT activation, members will report for duty with minimal delay.

f.   To be considered proficient, ECAT members shall participate in at least one event or exercise each quarter.

6.   Organization and Manning

a.   The crisis management organization and manning will be at the discretion of N31.

b.   When required due to space limitations, the ECAT will operate in the RSAC NCAT spaces and report to the crisis action team (CAT) chief (if assigned) or the assistant battle watch captain. The ECAT members will also be prepared to operate at the OPNAV alternate site. As the situation dictates, ECAT members may be directed to stand watch in other OPNAV spaces, in either a fully-operational, "on-call" or "virtual" status, or at the alternate site.

c.   Table 1 provides the NOC, Condition I: Crisis Operations, manning requirements.

TABLE 1: NOC Condition I:
Crisis Operations Organization and Manning

Position	Rank	N-Code	Watch Sections	Watch Rotation
CAT Chief	O-5/6	N310	2	Crisis Operations
Assistant CAT Chief	O-4/5	N31 Branches	2	
Crisis Briefer	O-3/4	N310	2	12-hour watches Watch Times: 0800 – 2000
Crisis Action Officer	O-3/4	N31 Branches	2	2000 – 0800

d.   Table 2 provides the NOC, Condition II: Sustainable Crisis Operations, manning requirements.

TABLE 2: NOC Condition II:
Sustainable Crisis Operations Organization and Manning

Position	Rank	N-Code	Watch Sections	Watch Rotation
CAT Chief	O-5/6	N310	4	Crisis Operations
Assistant CAT Chief	O-4/5	N31 Branches	4	12-hour watches
Crisis Briefer	O-3/4	N310	4	Watch Times: 0800 – 2000 2000 – 0800
Crisis Action Officer	O-3/4	N31 Branches	4	

e.   Table 3 provides the ECAT manning requirements.

TABLE 3: ECAT Organization and Manning

Position	Rank	N-Code	Watch Rotation **
Joint Staff Liaison Officer *	O-5/6	CNO Operations and Plans Navy Reserve Unit	12-hour watches Watch Times: 0800 - 2000 2000 - 0800
Manpower	O-3/4/5	N1	
Intelligence	O-3/4/5	N2/N6	
Logistics and Installations	O-4/5/6	N4	
Knowledge Management	O-3/4/5	N2/N6	
Platforms	O-3/4/5	N8	
Public Affairs	O-3/4/5	N09C	
Naval Medicine	O-3/4/5	N093	
Reserve Affairs	O-4/5	N095	
Judge Advocate General	O-3/4/5	N09J	
Technician	E-5/E-6	N310T	

* Per reference (a), the ECAT may be required to provide a Navy liaison officer to the Joint Staff in response to the activation of a Joint Staff response cell. Members fulfilling this role must be O-5/6 and have an active Top Secret-Sensitive Compartmented Information clearance.

** Directorates must designate four to eight watch standers for each position to stand 12-hour watches.

7. Command Relationships

    a. The NOC and ECAT report directly to N31 on all operational matters and to N310 for administrative support. The ECAT will maintain close contact with the NOC for situational awareness.
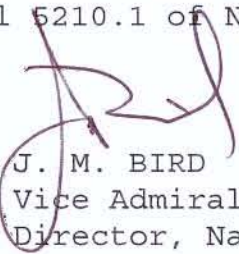
    b. In order to expedite Navy responses to RFIs, the ECAT has RFI tasking authority within the OPNAV staff and to Navy echelon 2 commands.

    c. The ECAT Joint Staff Navy liaison officer shall serve as the primary point of contact, in coordination with the NOC, for crisis-related joint actions requiring Navy response.

8. <u>Personnel Qualifications</u>. All assigned NOC and ECAT members must possess a minimum interim top secret clearance, a Pentagon building badge, and a broad knowledge of the Navy staff organization. Directorate and specialized subject-matter experts must complete required ECAT training.

9. <u>Records Management</u>. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

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