



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 3100.1B
BUMED-DHA LNO
15 May 2023

BUMED INSTRUCTION 3100.1B

From: Chief, Bureau of Medicine and Surgery

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS

Ref: (a) OPNAVINST F3100.6K

Encl: (1) Commander's Critical Information Requirements Reporting Key and List or Matrix
(2) Commander's Critical Information Requirements Reporting Flow Chart

1. Purpose. To issue policy detailing specific events requiring immediate Chief, Bureau of Medicine and Surgery (BUMED) notification affecting Navy Medicine (NAVMED) and their personnel. The intent of this directive is to ensure situational awareness and understanding within NAVMED and set the conditions for supporting the commander's decision-making cycle. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 3100.1A.

3. Scope and Applicability. Applies to all BUMED Headquarters, detachments, and budget submitting office 18 activities, referred to as NAVMED throughout this instruction.

4. Background. Reference (a) establishes the requirement to pass critical information in a timely manner. To simplify notification requirements for NAVMED, critical information is broken into two categories: Operational reports and commander's critical information requirements (CCIR).

5. Definitions. CCIRs are information requirements identified by Chief, BUMED that support critical decision-making and require immediate Chief, BUMED notification, normally via the chain of command, in advance of any required formal message. Refer to enclosure (1) for a complete list of Chief, BUMED standing CCIRs and enclosure (2) for the CCIR flow chart and reporting information. Information regarding medical-related events that may adversely affect mission accomplishment is located at: <https://www.med.navy.mil/navy-marine-corps-public-health-center/> or <https://www.med.navy.mil/navy-marine-corps-public-health-center/preventive-medicine/program-and-policy-support/disease-surveillance/>.

6. Action

a. NAVMED activities must immediately report any CCIRs to their assigned immediate superior in command.

b. NAVMED regions must immediately report CCIRs involving subordinate activities via voice reports to Chief, BUMED, per enclosure (2) in advance of appropriate message traffic.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, 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>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N09B 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 May 2016.



D. K. VIA
Acting

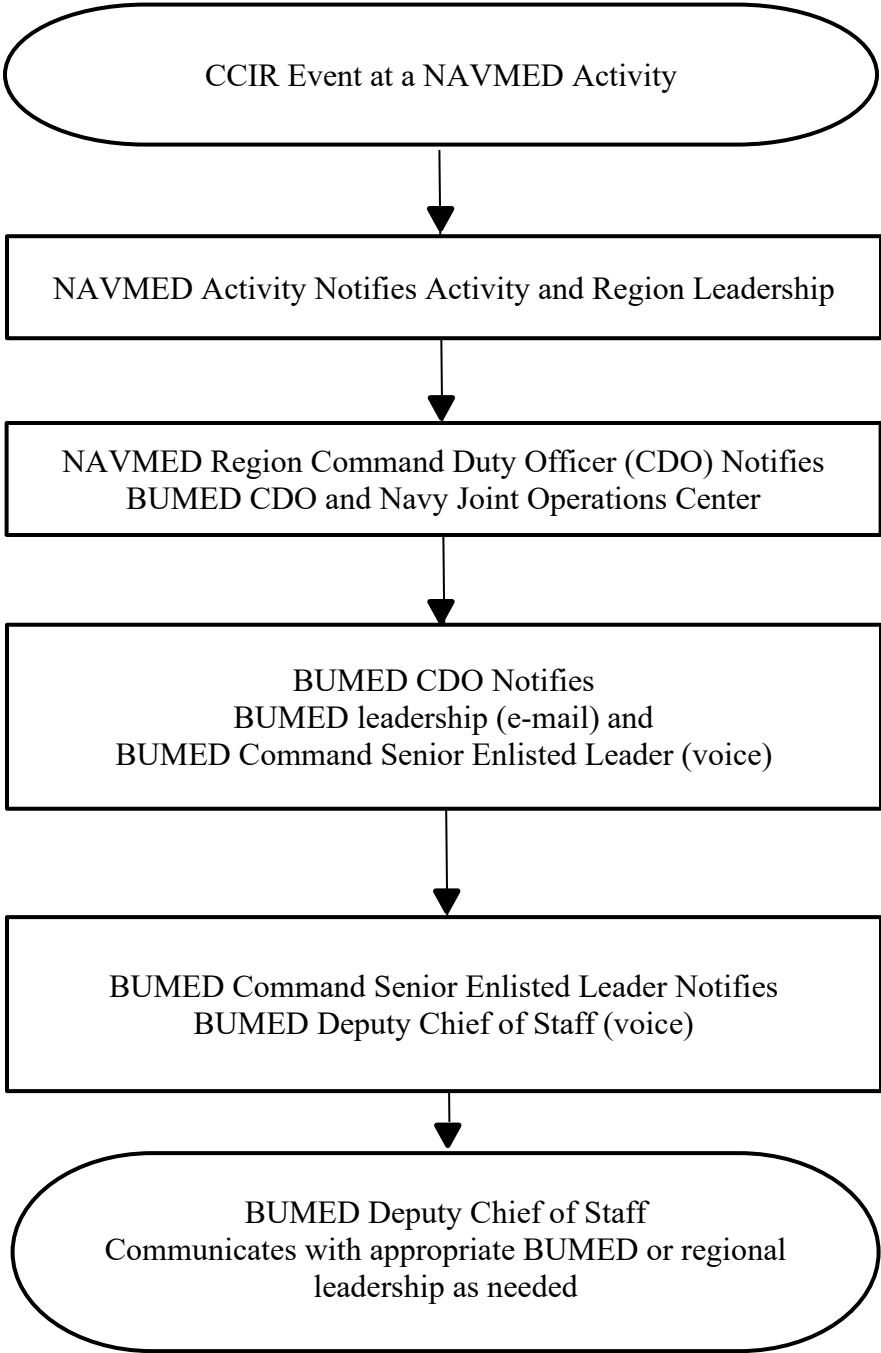
Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>

COMMANDER'S CRITICAL INFORMATION REQUIREMENTS REPORTING
KEY AND LIST OR MATRIX

Red (Immediate Notification)	Yellow (Within 2 Hours)	Green (Normal Working Hours)
Indications of an actual or impending act of terrorism or breach of security against a NAVMED activity.	Chief of Naval Operations or higher-level visit (including or not including spouse) to NAVMED activity or activities outside the National Capital area.	Serious illness or accident of a NAVMED military staff member.
Activation of any disaster response plan or event that results in emergency evacuation of NAVMED activity.	Inspector General or media inquiries of national, international interest. Any inquiry or release of information or opinion that could result in negative coverage.	Any arrest of a NAVMED military staff member or any arrest of an individual in a senior leadership position.
Death of any NAVMED military or civilian staff member.	An attempted breach, unauthorized release, or loss of personally identifiable information or protected health information, any classified information or operations, or security sensitive information or equipment.	Status of Forces Agreement incidents or violations.
Any notification from NAVMED Regions that requires timely situational awareness for leadership to establish common operating picture or to expedite leadership decision making capability.	When significant action is required in response to an incoming Naval message that requires attention prior to the next working day.	Civil disturbances directed against NAVMED personnel.
CCIR as deemed necessary by Chief, BUMED to address specific crisis.	Damage or degradation to any NAVMED activity that affects mission readiness.	Inspections of naval facilities by environmental regulatory agencies.
	Any notification from the Pentagon Navy Operations Center regarding NAVMED.	Greater than 10 percent reduction in production capability or training throughput for production or training commands.

COMMANDER'S CRITICAL INFORMATION REQUIREMENTS
REPORTING FLOW CHART



Note: Notification to Chief, BUMED is made to the BUMED CDO mailbox at usn.ncr.bumedfchva.mbx.bumed-cdo-watch@health.mil and Navy Joint Operations Center at usn.ncr.bumedfchva.mbx.dha-integration-cell@health.mil