



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
7180 USS LONG ISLAND STREET SUITE 320
MILTON FL 32570-6101

IN REPLY REFER TO:

HT-28INST 3100.6A
00

HELTRARON TWENTY-EIGHT INSTRUCTION 3100.6A

JUL 29 2010

Subj: PROCEDURES FOR UNIT SITREP SUBMISSIONS

Ref: (a) OPNAVINST 3100.6J

Encl: (1) Sample Unit SITREP
(2) Blank Unit SITREP
(3) Releasing a Message via NREMS

1. Purpose. To establish guidelines and procedures for the submission of Unit Situation Reports (SITREPs) after normal working hours.

2. Cancellation. HT-28INST 3100.6.

3. Discussion. The Unit SITREP is used by commanding officers to provide appropriate operational commanders and higher authority with timely notification of any incident not meeting OPREP-3 special incident reporting criteria. Reference (a) contains a complete discussion on message formatting and general procedures for OPREP-3 and Unit SITREPs. A Unit SITREP shall be submitted under the following circumstances:

- a. When directed.
- b. When considered appropriate by the reporting activity.
- c. When bomb threats have been evaluated as a hoax.
- d. To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria.
- e. Operational incidents that do not attract media attention. See reference (a) page 5-2 for more guidance.
- f. Personnel incidents. See reference (a), page 5-2, for amplifying guidance.
- g. Other incidents. See reference (a) for amplifying guidance.

4. Action. All Squadron Duty Officers (SDOs) and Command Duty Officers (CDOs) shall be familiar with this instruction prior to assuming their watches.

5. Reporting Procedures

a. Upon notification of an incident requiring a Unit SITREP or any situation of uncertainty, the SDO shall contact the CDO and explain the situation. The CDO will determine if a SITREP is required. If a SITREP is required, the CDO shall call David Harwick for assistance.

b. Using reference (a) and enclosures (1) and (2) as guides, the CDO will draft the Unit SITREP in an email using the disk provided in the CDO binder and forward the drafted message to David Harwick.

JUL 29 2010

c. Unit SITREPs will only be released by the CO, XO, Operations Officer, Safety Officer, the Administrative Officer, or the Aviation Safety Officer.

A handwritten signature in black ink, appearing to read "M. R. Frost". The signature is written in a cursive, slightly slanted style.

M. R. FROST

Distribution:
HT-28INST 5216.1
List I
File

JUL 29 2010

SAMPLE UNIT SITREP

To: COMTRAWING FIVE MILTON FL(uc); CNATRA CORPUS CHRISTI TX(uc); CNET
PENSACOLA FL(uc); NAS WHITING FIELD MILTON FL(uc)
Subject: UNIT SITREP

UNCLAS

MSGID/UNIT SITREP/HELTRARON TWENTY EIGHT/010//

FLAGWORD/-UNITSITREP//

TIMELOC/051845Z/MILTON FL/INIT//

GENTEX/INCIDENT IDENTIFICATION AND DETAILS/ACFT PERFORMED PRECAUTIONARY LDG TO
PARKING LOT LOCATED ADJACENT TO HWY 90 AND HWY 89 INTERSECTION DUE TO BIRD
STRIKE. AIRCRAFT INSPECTED AND RELAUNCHED IN 10 MINUTES. NO INJURIES OR
DAMAGE TO PROPERTY, GOVERNMENT OR CIVILIAN. PRESS INTEREST POSSIBLE. POC: LT
PILOT DSN 868-7976, COMM (850) 623-7976.//
RMKS/FINAL REPORT THIS INCIDENT.//

JUL 29 2010

BLANK UNIT SITREP

To: COMTRAWING FIVE MILTON FL(uc); CNATRA CORPUS CHRISTI TX(uc); CNET
PENSACOLA FL(uc); NAS WHITING FIELD MILTON FL(uc)
Subject: UNIT SITREP

UNCLAS

MSGID/UNIT SITREP/HELTRARON TWENTY EIGHT/SERIAL NUMBER (000 for CDO)//

FLAGWORD/-UNITSITREP//

TIMELOC/ZULU TIME OF INCIDENT/LOCATION OF INCIDENT/INIT//

GENTEX/INCIDENT IDENTIFICATION AND DETAILS/_____

WHAT HAPPENED_____

WHO IS/WAS INVOLVED_____

WHERE DID IT HAPPEN_____

WHEN DID IT HAPPEN_____

WHY DID IT HAPPEN_____

WHAT ACTION IS ONGOING_____

WHAT FUTURE ACTION IS CONTEMPLATED_____

WHAT IS THE IMPACT ON THE COMMAND'S MISSION CAPABILITY_____

WHAT ASSISTANCE IS REQUIRED_____

WHAT MEDIA ATTENTION IS ANTICIPATED_____

POC:_____ (RANK/NAME) DSN 868-7976, COMM (850) 623-7976.//

RMKS/1. _____

(i.e., INVESTIGATION INITIATED, FINAL REPORT, ETC.)

Releasing a Message via NREMS

JUL 29 2010

1. From NMCI home page, go to: <https://www.pac.nrems.navy.mil/Amhs/login.asp>.
2. Select 'I Agree' for the End User agreement. If you have visited the site before and you were given access to this site you will use PKI log-in to enter the site. If not, **User ID** will either be your first.lastname (all lower case) with **Password**: Password12345
3. After the program has loaded, select 'New DMS Message' on the top menu.
4. In the blank message form, select the originator from the drop down menu. Your only choice should be 'TRARON TWO EIGHT MILTON FL (UC)'
5. Select classification from the top menu, then the edit icon. From the drop down menu select the classification. UNCLASSIFIED should be your selection from the three choices. At the bottom of the Security Classification Page, select 'Return'.
6. Select recipients. Note that there are several icons on this page. The two that you are most concerned with are the DIT browser and the address book.
 - a. HT-28 has an address book named HELTRARON TWO EIGHT ADMIN. Select address book first and look for HELTRARON TWO EIGHT ADMIN. They will appear in alphabetical order. Once you find it, select it. Check to see if the address you want is in this book. Note you can take an address from any of the listed address books.
 - (1) Put a check mark by the address that you want to send the message to in the left box. In the middle of the page there will be icons: To, CC, and BCC. Clicking on a button will copy the address to the right field. Do not click done at this point if you need more addresses.
 - (2) If you need additional addresses, you may change to a different address book to see if it is listed elsewhere. Follow the procedures in (1) to select your addresses if available.
 - b. The DIT browser is more involved, but may be easier to use after the initial set up.
 - (1) When the DIT opens you will see a list with three options. Double click 'U.S. Government'. This will now give you approximately 22 more choices. Select 'ou = DOD'. When DOD opens, click search at the top of the box. (Do not attempt to search prior to ou=DOD. It will take too long.)
 - (2) Under value, type in the address you want, and click 'Search'. Using TRARON THREE as an example, two address lines will appear in the box on the left. Do not select 'ou=AUTODIN' unless it is the only address available.
 - (3) Select the address you want, then using the center icons, send the address to the right box using To, CC, or BCC buttons. Repeat step two above to select additional addresses. (This is much faster than step (a) if you have several addresses to send and they are not in HELTRARON TWO EIGHT ADMIN address book.)
 - (4) All addresses selected must be put in HELTRARON TWO EIGHT ADMIN (or other) address book to be used. Note on the top right there is an address book icon. If you went to HELTRARON TWO EIGHT ADMIN first it is the default. If not, select it before attempting to return to compose (very top right).

- c. Always send a copy of the message to HELTRARON TWO EIGHT MILTON FL.
7. You are now ready to compose your message. Click 'Message' (under UNCLASSIFIED (GREEN BAR) next to recipients) to return to the body of the message.
8. Add the subject line.
9. If the message has been typed, copy and paste it into the body of the message. If not, you will need to type it in now. Use Navy message format.
10. If you typed the message into the message body, you may print it out if you would like to review it. See the first icon under DMS Compose. When the message comes up, press CNTL-P to print to your selected printer.
11. Notice the icons under DMS COMPOSE MESSAGE. Click 'Validate'. This checks the message addresses. You must do this if any addresses were selected from an address book.
12. If you desire to spell check the message, you can. It is a good idea to do this since the message is coming from the command.
13. Depending on how long you have worked on the message, you may wish to change the DTG to now. Click on the calendar next to the DTG to do so.
14. If you are ready to send the message and you have releasing authority and the CO or XO have approved the message, click 'Release' under DMS COMPOSE MESSAGE. If you don't have release authority then you will have to send it to someone who does have that authority. (Stop at this point.)
15. Release Draft box will now appear. I don't recommend putting in remarks in those boxes. Click 'Release'.
16. You will be asked 'Are you sure?'. If you are sure you would like to send the message, then click 'Yes'.
17. You have just released a message. It will be routed to the CO, XO, and David Harwick. You may access the send message in BBS.
18. Click the + next to BBS HELTRARON TWO EIGHT MILTON. Select 'In Box'. Check the box next to the message you desire, then click forward on the menu bar above the message. If your email is not available, all you can do is print the message. (See step ten above for printing instructions.)