



DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
250 SAN CARLOS ROAD SUITE H
PENSACOLA FL 32508-5502

IN REPLY REFER TO
Canc frp: DEC 17

TRARONTENNOTE 5530
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TRARONTEN NOTICE 5530

From: Commanding Officer, Training Squadron TEN

Subj: COMMANDING OFFICER'S CRITICAL INFORMATION REQUIREMENTS (CCIR)

Ref: (a) TRARONTENINST 5530.3K

Encl: (1) CNATRA Memorandum 1000 Ser N11/0060 of 11 Feb 16

1. Purpose. Commander's Critical Information Requirements (CCIR) identify tripwires for notifying the chain of command and key leadership of events as they occur, and inform the commander's decision cycle. The emphasis at VT-10 is to maximize communication up and down the chain of command, while also across the command. The goal is to optimize response time to our immediate superior in command, while also maximizing command adaptability to contend with developing events, in accordance with reference (a) and enclosure (1).

2. Cancellation Contingency. This notice is in effect for one year or until it is superseded by another notice, whichever occurs first.

3. Communication. Every watchstander shall be familiar with this notice and trigger events. When a CCIR event occurs, or is imminent, the watch team shall notify the chain of command and requisite departments. Means of communication are: face-to-face, phone call, text, and email. CCIRs in this notice are identified as external requirements (Chief of Naval Air Training (CNATRA) via Commander Training Wing SIX (CTW-6) notifications) and local (VT-10 Chain of Command) notifications. With each level of communication below, the basic information of who, what, when, where, why, and way ahead should become more refined. Never sacrifice a timely report for a 100% answer, especially when details are still developing.

a. Phone calls can be made, when face-to-face time-critical notifications are not possible, to the Operations Duty Officer (ODO), Executive Officer (XO), and Commanding Officer (CO) in that priority. This allows for cross-department coordination as an event unfolds.

b. Texts will serve as a hard copy message during off-duty or distributed operations, but are not time critical in nature.

c. Email will serve as a hard copy DOD archive of the event, but is not time critical in nature. Watchstanders should also utilize the email-to-text feature maintained by Assistant Operations (AOPS). Watchstanders shall utilize the PNSC_NASP_VT10_DH NMCI distribution list in addition to the CO and XO email addresses for all CCIR hard copy notifications.

4. Higher Headquarters Notification Required. The following events are triggers for CTW-6 and ultimately CNATRA notification. Notifications to CTW-6 should normally be made by the CO, optimally within 60 minutes from initial notification of the trigger event. When the CO is unavailable (leave, temporary duty (TDY), airborne), the next officer in the chain of command may notify the CTW-6 Commodore in a timely manner. When communicating with the Commodore, copy the CO, XO, and CTW-6 Chief Staff Officer (CSO).

- a. Death, serious injury, or hospitalization of any squadron personnel or immediate family.
- b. Any mishap, divert, or event that may require a HAZREP or CTW-6 Incident Report
- c. Suicide-related behavior, domestic violence, or event requiring law enforcement intervention (ie alcohol-related event).
- d. Any event involving prohibited behaviors (hazing, sexual assault, drugs, fraternization).
- e. Any event that may draw media attention, or require an OPREP-3 SITREP or higher.

5. Chain of Command Notification. The chain of command (Squadron Duty Officer (SDO), ODO, Department Heads (DHs), XO, CO) shall be notified for the following events regardless of the time of day:

- a. Any changes to base or regional Force Protection Condition (FPCON), or Hurricane Condition of Readiness (COR).
- b. Any power outage, bomb threat (building or base), Tornado Warning, or severe weather condition requiring hanging of aircraft, or that could impact normal operations.

6. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual M-5210.1 of January 2012.

K. J. FROBERG

Distribution:

Electronic only via VT-10 Website,

<https://www.cnatra.navy.mil/tw6/vt10/Instructions.asp>