



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO  
OPNAVINST 1601.10D  
N3NOC

APR 30 2008

OPNAV INSTRUCTION 1601.10D

From: Chief of Naval Operations

Subj: THE NAVY OPERATIONS CENTER (NOC) BRANCH (N3NOC)  
ORGANIZATION

Encl: (1) NOC Organizational Diagram  
(2) Navy Operations Center Security/Admissions  
(3) Video Teleconference (VTC) Scheduling Procedures

1. Purpose

a. To delineate the roles and concepts of operations for the NOC Branch and outline internal and external organizational relationships.

b. To describe the duties and responsibilities of all watch teams and direct support personnel, including Reserve personnel.

c. To provide access guidelines for the National Military Command Center (NMCC) and Resource and Situation Awareness Center (RSAC). To promulgate procedures for scheduling video teleconferences within the RSAC.

d. This instruction is a substantial revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1601.10C.

3. Background

a. The primary purpose of the NOC Branch is to gather and disseminate information and data to Navy leadership in a timely manner to enable decision-making. The information gathering must be detailed enough to capture essential elements and be tailored in formats readily understandable by the decision maker in the shortest amount of time.

APR 30 2008

b. As stated in U.S. Navy Regulations and listed below, the CNO is (1) the principal Naval Advisor to the President, (2) Advisor to the Secretary of the Navy on the conduct of war, and (3) Navy representative of the Joint Chiefs of Staff (JCS). By continually monitoring naval operations and keeping abreast of pertinent information throughout the world, the NOC performs its mission as the Pentagon-sited Navy headquarters subsystem of the National Military Command System (NMCS).

c. The NOC Branch is also responsible for the Navy crisis action management procedures. By maintaining constant contact with Navy Component Command's (NCC) Battle Watch Organizations, the Joint Staff, and other Agencies, this Branch provides the Chief of Naval Operations (CNO) and his staff rapid and appropriate command and control capabilities, information, and coordinated military recommendations during crisis situations.

4. Mission. To provide the Chief of Naval Operations (CNO) and his staff with timely, relevant information concerning daily and crisis operations of world wide U.S. Naval forces.

5. Organization. The NOC Branch is comprised of the NOC Watch Cell, Navy Crisis Action Team (NCAT), Operations Section, Continuity of Operations (COOP) Planning Section, Exercise Planning Cell (EPC), and Information Technology (IT) Section. It is located in the Resource and Situation Awareness Center (RSAC). In addition, the Director of Naval Intelligence (DNI) maintains an Intelligence Watch supporting the NOC Watch Cell. Enclosure (1) applies.

a. NOC Watch Cell. Provides response to emerging events by collecting and disseminating initial reports received from or requested of NCC watch organizations, Joint Staff or other Agencies. The watch cell's proximity to the Joint Staff Deputy Director of Operations (DDO) makes it especially suited to provide a conduit of information to and from the Joint Staff watch organization. Additionally, the location of the NOC in conjunction with other services' watch cells facilitates opportunities for collaborative responses to crisis and/or high interest items. The NOC Watch Cell, located in the NMCC, is manned continuously by rotating watch teams, each headed by a Battle Watch Captain (BWC). Active duty watch standers are supplemented by officers from the N3/N5 Naval Reserve Operations and Plans (NR OPS/PLANS) Unit. The watch cell includes a CNO-Intelligence Plot (IP) Watch Officer.

APR 30 2008

b. CNO IP Watch. Provides current intelligence and briefing support to the Secretary of the Navy (SECNAV), CNO and their staffs, BWC, and designated officials. The IP watch coordinates with the Intelligence Community to produce a daily CNO Morning Intelligence Summary. CNO IP Watch is manned by a rotating watch officer providing 24 hour coverage in the NOC Watch Cell.

c. Navy Crisis Action Team (NCAT). The NCAT serves as the focal point for tracking and disseminating information concerning current Naval operations. Through direct contact with Navy component staffs and preparation of the CNO's Daily Operations Brief, the NCAT provides a robust and persistent reach back into Component Commands. This affords the CNO a detailed perspective of global Navy operations and issues worldwide. Additionally, the NCAT watch team forms the core element of the Department of the Navy's Emergency Relocation Staff (ERS). The ERS manages the performance of minimum essential staff functions while operating at remote emergency relocation sites during Continuity Of Operations (COOP) situations. In addition, the NCAT augments the Joint Staff Crisis Response Cell (CRC) during times of crisis or increased operational tempo.

(1) NCAT is manned 24 hours by rotating watch teams, each headed by a CAT Chief. NCAT spaces are located within the RSAC.

(2) Extended Crisis Action Team (ECAT). The ECAT provides the core NCAT more robust access to Navy echelons 1 and 2 staffs and, through their specific subject matter expertise, a more comprehensive understanding of an operation or developing crisis. The ECAT is temporary and scalable to manage the specific requirements of the crisis or operation.

d. COOP Planning Section. Supports development, training, and execution of OPNAV and Department of the Navy (DON) COOP plans, policies, and procedures. It also creates, publishes, updates and distributes COOP guidance, instructions and operations plans (OPLANS). This Section also serves as OPNAV Emergency Preparedness Liaison Officer (NEPLO) Program Sponsor Officer, and supports the Defense Support to Civil Authorities (DSCA) mission.

e. Navy Exercise Planning Cell (NEPC). The NEPC is the Navy Staff's focal point for coordinating exercise planning, staffing, execution, and documentation of lessons learned.

APR 30 2008

Headed by the NOC Branch Exercise Coordinator, it is supplemented by representatives from OPNAV directorates and outside organizations as needed.

f. Technical Support (TS) Section. Provides technical expertise for the Global Command and Control System (GCCS-J/M) and other information technology tools that provide situational awareness to the watch teams. These tools include the RSAC's Executive Conference Room, capable of briefings up to the TOP SECRET level and the NCAT Conference Room capable of briefings up to TS/SCI level. In addition, the TS Section has the ability to provide unclassified and secure (to a maximum of SECRET level) video teleconferencing (VTC). The TS Section also assists watch teams using technology to disseminate information to Navy leadership. Enclosure (3) delineates the proper procedures for requesting and scheduling the use of these facilities.

g. Operations Section. The Operations Section supports the watch floors through training of watch teams and maintenance of standard operating procedures (SOPs), Quick Response Guides (QRGs) and associated watch documentation and resources. In addition, it periodically reviews and recommends changes to watch station job qualifications. Operations Graphics Division supplies SECNAV, CNO, and OPNAV Directorates with graphical design and publishing capabilities. In addition, it is responsible for daily brief reproduction, to include briefings for the SECNAV and CNO.

## 6. Duties and Responsibilities

### a. Navy Operations Center, Branch Head

(1) Responsible for the day-to-day operation, training, and management of all personnel and resources assigned to include:

(a) Issuing administrative guidance.

(b) Recommending the use of alternate operation center sites when required.

(c) Maintaining and coordinating CAT operations and functions per OPNAVINST 1601.7K, Navy Crisis Management Organization.

(d) Approving the qualification of watch personnel and changes to the watch training curriculum.

APR 30 2008

(2) Enclosure (2) outlines security guidelines and procedures for assigned spaces.

(3) Exercising the execution of the Navy relocation staff and functions in time of crisis.

(4) Acting as the point of contact for the Naval Reserve OPS/PLANS Unit support to the NOC/NCAT watch teams.

b. NOC Watch Cell

(1) Responds to emerging events.

(2) Collaborates with other watch organizations.

(3) Coordinates and supports Continuity of Operations.

(4) Maintains situational awareness on worldwide operations and events.

(5) Notifies SECNAV/OPNAV on breaking events that trip the Commander's Critical Information Requirements (CCIRs).

(6) Assists the NCAT in day-to-day operations.

(7) Liaise with Service Watch Cells and Joint Staff Deputy Director for Operations (JS DDO).

(8) Maintains access to the current COOP recall bill and tests the bill for accuracy at regular intervals.

(9) Monitors Flash message traffic, OPREPS, Navy Unit SITREPS, and Fleet CASREPS.

c. CNO IP Watch. The watch continuously monitors and evaluates all-source intelligence, and ensures the BWC is informed of significant intelligence developments, especially in areas affecting current or planned fleet operations. Specifically, watch teams:

(1) Monitor geo-political events of interest.

(2) Maintain situational awareness of hostile, potentially hostile, and significant neutral, friendly, and merchant ship locations through close liaison with the National

**APR 30 2008**

Maritime Intelligence Center (NMIC) and other naval intelligence elements.

(3) Inform the BWC of intelligence of interest as it becomes available.

(4) Monitor National Operational Intelligence Watch Officers Network communications and notify the BWC of the same.

(5) Review, report, and disseminate Critical Intelligence Report messages.

(6) Support special Navy programs by maintaining facilities, plots, and a communications guard. Inform cognizant authorities and the BWC of high-interest events as they are occurring.

(7) Serve as the NOC point of contact for intelligence matters and liaison with other intelligence agencies during non-working hours.

(8) Respond to routine requests by the BWC for intelligence support.

d. NCAT

(1) Responds to emergent request for information from Congress, Joint Staff, SECNAV, and CNO by building briefs and papers.

(2) Builds and presents information products on special interest Navy operations and humanitarian assistance/disaster relief missions.

(3) Maintains situational awareness of Navy operations and force readiness and posture.

(4) Liaises with service CATs and Crisis Response Cells (CRCs) to provide Navy Headquarters detailed information in response to a developing situation/crisis.

(5) Forms the core of the ECAT; providing experience, expertise and continuity.

(6) Forms the core of the ERS; providing fly-away mission essential functions and capability for senior Navy leaders.

APR 30 2008

(7) Builds and presents the CNO's Morning Meeting (CMM) Daily Operations brief.

7. Forms

a. The following OPNAV forms are available for download online at Navy Forms <https://forms.daps.dla.mil/>:

- (1) OPNAV 5511/5 Security Violation Report.
- (2) OPNAV 5521/27 Visit Request.
- (3) OPNAV 5521/450 RSAC VTC Request.

b. The following forms are available for download online at Joint Staff Forms [http://www.dtic.mil/cjcs\\_directives/](http://www.dtic.mil/cjcs_directives/)

- (1) JS Form 5A Joint Staff Temporary Restricted Area Access Request (Escort Required).
- (2) JS Form 5 Joint Staff Temporary Restricted Area Access Request (Unescorted Access Application).
- (3) JS Form 8 Joint Staff and NMCC Access Request.
- (4) JS Form 136 Joint Staff Action Processing Form controlled by Joint Staff.



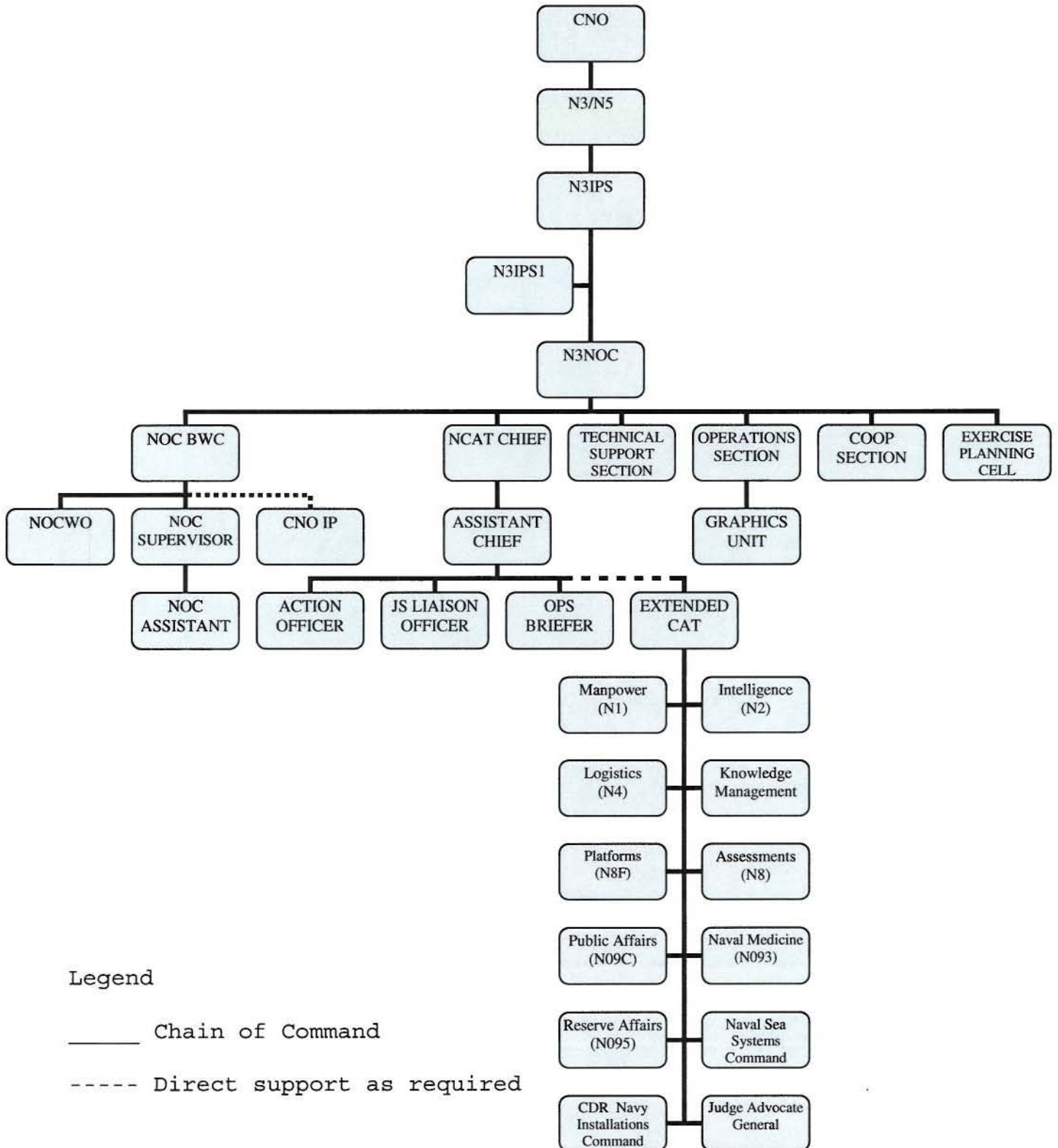
J. G. MORGAN, JR.  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval  
Operations (Information, Plans,  
and Strategy)

Distribution:

Electronic only, via Department of the Navy Issuances web site  
<http://doni.daps.dla.mil>

APR 30 2008

**NOC ORGANIZATIONAL DIAGRAM**



Legend

\_\_\_\_\_ Chain of Command

----- Direct support as required



APR 30 2008

**NAVY OPERATIONS CENTER AND RESOURCE & SITUATION  
AWARENESS CENTER SECURITY/ADMISSIONS**

1. Navy Operations Center Access. The Navy Operation Center (NOC) is located within the National Military Command Center (NMCC) on the Mezzanine level of corridor eight. The NMCC is a Sensitive Compartmented Information Facility (SCIF) that has required procedures for personnel not holding a Joint Staff badge. The NOC is designated as a controlled access area requiring a Joint Staff identification badge, access list authorization, or escort for entry.

a. Entry Points. Official visitors shall enter the NOC via NMCC Post 2 (BE911A) or 9 (MA942A). These posts are normally manned 24 hours per day, 7 days per week. Visitors are not permitted in the NMCC without Joint Staff approval.

b. Permanent NMCC badge holders. Personnel who have been issued a NMCC identification badge will be admitted into the NMCC from any post during normal working hours, or through Post 2 or 9 after normal working hours. These personnel must swipe and enter their Personal Identification Number (PIN) to access the door. While in the NMCC, this badge shall be worn in open display above the waist at all times.

c. NMCC Visitors (Unescorted Access). Personnel who do not require unlimited access to the NMCC and who possess a Top Secret/SCI clearance should submit a JS Form 5 for approval by the NMCC Security Manager. These personnel will be issued an NMCC temporary "Escort Not Required" blue badge by the police officer at Post 2 or 9 in exchange for a military identification card, Pentagon Department of Defense building pass, or picture ID if they do not have either of the above. Upon departure from the NMCC, they shall leave via Post 2 or 9 and return the temporary "Escort Not Required" badge in exchange for the ID surrendered upon entry.

d. NMCC Visitors (Escorted Access)

(1) Visits by Foreign Nationals: Requires five working days notice. Include the following information in your request: name, place and date of birth, citizenship, passport number, position (job), date/time and reason for visit. Include information for escorts/translators also. Provide this information to N3IPS Security Manager. N3NOC Operations Section will route a Joint Staff Action Package (JSAP), to include a

Enclosure (2)

APR 30 2008

Form 136 and the official visit request containing the security clearance information of the visiting individuals for approval by the Director Joint Staff. Additionally, N3NOC will route a JS Form 5A to the NMCC Security Manager for approval. Upon Director, Joint Staff approval of the JSAP, NMCC Security Manager approval of the Form 5A will follow. NOTE: Names can NOT be changed without re-routing another JSAP and 5A with five days notice.

(2) American Citizen (civilian or military) not on official business: Requires five working days notice. Include the following information in your request: name, rank (if applicable), position, Social Security Number, place and date of birth, date/time and reason for visit. Provide this information as directed above. N3NOC Operations Section will route a JS Form 5A for approval by the NMCC Security Manager. NOTE: Names can NOT be changed without re-routing another JS Form 5A with five days notice.

(3) U.S. Military visitors on official business: Requires 2 working days notice. Include the following information in your request: name, rank, position, Social Security Number, date/time and reason for visit. Provide this information as directed above. N3NOC Operations Section will route a JS Form 5A to NMCC Security Manager for approval. NOTE: Unless otherwise requested and approved, tours will be restricted to the Navy Operations Center area of the NMCC. NMCC Tours to include areas beyond the Navy Operations Center require Director, Joint Staff approval via JSAP.

2. Crisis Action Team (CAT) Watch floor and Navy Resource and Situation Awareness Center (RSAC) access. Personnel attending specific meetings or briefings in the Crisis Action Team (CAT) Watch floor, conference rooms, or other Navy office spaces will enter via 1D652 or 1D746. For personnel without swipe access, the phone outside of either door should be used to call their point of contact to meet them and sign them into the Visitor Log. The POC will obtain a blue or red RSAC Visitor badge from the N3IPS Security Manager, make an initial entry in the log, and meet the visitor at the access point. Visitors must have submitted OPNAV Form 5521/27 visit request to the NOC Security Manager prior to arrival. The visitor must have a Top Secret GENSER clearance on file in order to obtain a "No Escort Required" blue badge. All others will receive a red "Escort

APR 30 2008

Required" RSAC Visitor badge. The POC will then escort the visitor to the Security Manager's desk to sign the log. When the briefing or meeting is complete, the POC or escort will walk the visitor out past the access point, take the RSAC Visitor badge, and sign it back into the log. Only personnel with swipe access in the RSAC may escort visitors. Flag officers and civilian equivalents do not require an access badge. Detailed procedures for reserving a conference room within the RSAC are provided in enclosure (3), RSAC VTC SCHEDULING PROCEDURES.

3. Access Policy. Access to the NOC and RSAC will be limited and controlled. Navy Operations Center, Branch Head is responsible for ensuring proper validation measures are in place.

4. Badges for RSAC Swipe Access. A Pentagon "PNT" badge or Joint Staff "PNT" badge is required for swipe access to be granted. The required clearance for swipe access is as described in paragraph 2 above.

a. Swipe access will be issued only to individuals who fulfill one or more of the following requirements:

(1) Assigned to duty within the RSAC and hold a TOP SECRET clearance.

(2) Attached to reserve components under CNO (N3/N5, N4 or N2) sponsorship.

(3) Requiring a minimum three times per week liaison with RSAC personnel in the performance of their duties.

(4) Designated flag officers in the operational chain of command.

(5) Assigned to the Extended Crisis Action Team (ECAT).

b. Swipe access will expire:

(1) Upon detaching from duty within the RSAC or a reserve component under CNO (N3/N5, N4 or N2) sponsorship.

(2) If the individual's clearance is revoked.

APR 30 2008

(3) If the individual is removed from the ECAT.

(4) Upon reaching the expiration date on the front of the badge.

5. Badges for NMCC Access. A Joint Staff (JS) NMCC badge, bearing the picture of the holder with diagonal red stripes in the background, will be issued after fully completing the Joint Staff Badge Request, JS FORM 8.

a. JS identification badges will be issued only to individuals who meet one or both of the following requirements:

(1) Assigned to duty or direct liaison within the NMCC.

(2) Designated flag officers in the NOC operational chain of command.

b. JS identification badges will expire:

(1) Upon detachment from a position and/or billet which requires the holder to have access to the NOC.

(2) Upon reaching the expiration date on the front of the badge.

(3) If the individual's clearance is revoked.

#### 6. Badge Holder Responsibility

a. Holders of any badge are strictly accountable for their proper use and return. Holders will wear the badge so that it is visibly displayed above the waist on outer clothing at all times.

b. Holders of JS identification badges are strictly accountable to the Joint Staff for their proper use and return. Holders will show their badge to the police officer/sentry when entering the NMCC area and will wear the badge so that it is visibly displayed above the waist on outer clothing at all times while in the NMCC. Badge holders will swipe and use their PIN at the guard post inner door to the NMCC. To preclude unauthorized access to the NMCC, badge holders must exercise proper precautions to prevent loss of their badge and compromise of their PIN. Violation of these safeguards will result in a

**APR 30 2008**

Security Violation Report (OPNAV 5511/5). Loss of an NMCC Identification pass shall be reported immediately. Upon detachment from a billet requiring access or upon expiration, the badge must be returned to the Joint Staff to preclude unauthorized access.

c. Holders of temporary badges, either NMCC or RSAC, are required to return the badge prior to departing the respective area.

APR 30 2008

**RSAC VIDEO TELECONFERENCE SCHEDULING PROCEDURES**

1. Responsibilities. The N3NOC Technical Support Chief and Technical Support Section are the primary points of contact for Video Teleconference (VTC) and conference room scheduling.

2. Procedures. Individuals making requests will contact the Technical Support Section via email [cnon3ips\\_vtc@navy.mil](mailto:cnon3ips_vtc@navy.mil) or phone (703) 571-2911 to schedule a VTC. The technical support staff will confirm availability of a conference room and email a copy of OPNAV 5521/450 RSAC VTC REQUEST form to the individual making the request. The individual shall complete the form and email it back to [cnon3ips\\_vtc@navy.mil](mailto:cnon3ips_vtc@navy.mil).

a. VTCs requiring bridging facility require a 72-hour advance notification and must be approved through the N3NOC Technical Support Chief.

b. VTC requests with less than 72-hour advance notification must be approved through the NOC, Branch Head.

c. VTC requests not requiring a bridging facility requires a 24-hour advance notification.

d. VTC requests not requiring a bridging facility and not meeting the 24-hour advance notification requirement must be approved through the NOC, Branch Head.

e. Provide the following information:

- (1) Date and time of VTC.
- (2) Subject and classification.
- (3) Number of people attending.
- (4) Rank of senior person attending.
- (5) Distant end point of contact and phone number.
- (6) VTC dial-in number.
- (7) Bridging facility phone number (if required).
- (8) Baud rate in which the VTC is to be conducted.

Enclosure (3)

APR 30 2008

(9) Visit request for personnel not working with the Pentagon that require RSAC access to attend the VTC. (All visit requests must be submitted 48 hours prior to the start of the requested VTC.)

(10) Name of the person providing escort if individuals do not have RSAC swipe access.