



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO VIRGINIA 22134 5001

MCINCR-MCBQO 3504.2 w/ch2  
B 033  
27 Oct 2016

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE  
ORDER 3504.2 w/ch 2

From: Commander, Marine Corps Installations National Capital Region-  
Marine Corps Base Quantico

To: Distribution List

Subj: REPORTING PROCEDURES

Ref: (a) MCO 3504.2 Operations Event/Incident Report (OPREP-3)  
(b) Marine Corps Installations Command Policy Letter 6-15  
(c) MARFORNORTH OPORD 15-01  
(d) MARADMIN 246/12 USMC Common Operating Picture Registration,  
Training, and Use Policy

Encl: (1) Reportable Events or Incidents  
(2) Command Duty Reporting Procedures  
(3) Points of Contact and AMHS Addresses

1. Situation

a. Significant events and incidents occur that require timely, accurate and efficient notification of the chain of command to ensure commanders are aware and that appropriate action is being taken. The reporting format, time requirement for submission, and distribution requirements for an incident report vary based on the nature, gravity, publicity, and potential impact to operational readiness of the incident.

b. References (a) through (c) identify the requirements, formats, and timelines for reporting significant incidents and events to the Commandant of the Marine Corps, Commander, Marine Corps Installations Command (COMMCICOM); and Commander, Marine Forces North (COMMARFORNORTH). Reference (d) defines the use of C4I Suite for reporting force protection related events.

c. This order summarizes the reportable events and incidents into a consolidated directive that allows commands and organizations located on Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) to quickly identify what must be reported, to whom, and in what time frame.

2. Mission. MCINCR-MCBQ will report significant incidents and events in accordance with the references and this Order in order to ensure the chain of command is promptly and properly informed.

### 3. Execution

#### a. Commander's Intent

(1) Purpose. The purpose of this Order is to establish policy to ensure that MCINCR-MCBQO complies with higher headquarters reporting requirements in order to keep the chain of command informed of significant incidents or events.

(2) Method. Develop, publish, and implement specific reporting requirements for OPREP-3 Serious Incident Reports (SIR), Blue Dart acknowledgement reports, threat reports, and to ensure CCIRs are appropriately reported.

(3) Endstate. Efficient, accurate, and timely reporting.

#### b. Concept of Operations

(1) Upon notification of an incident or event occurring on MCBQ or an off-base incident involving Marines, dependents, or employees assigned to commands located on MCINCR-MCBQO, the list of reportable events identified in enclosure (1) should be reviewed to determine who needs to be notified of the incident, the type of report required, and the timeframe for reporting.

(2) If the incident requires an OPREP-3/SIR, it will generally be submitted by the organization impacted by the incident, or the organization to which the involved personnel are assigned. Coordination with the MCINCR-MCBQO G-3 (during working hours) or the MCINCR-MCBQO Command Duty Officer (CDO) (during non-working hours) should be conducted if the details of the incident make it unclear as to who is responsible for submitting the report (i.e. an installation or H&S Battalion incident versus tenant/subordinate command incident). In all cases, at a minimum, the MCINCR-MCBQO G-3 or CDO shall be informed of all OPREP-3/SIR reports concerning incidents involving MCINCR-MCBQO facilities or Marines, dependents, or employees assigned to commands located on MCINCR-MCBQO.

(3) Incidents requiring reporting to Commander MCINCR-MCBQO, COMMCICOM, or COMMARFORNORTH, or posting on C4I Suite shall be submitted to the MCINCR-MCBQO G-3 (during working hours) or the MCINCR-MCBQO CDO (during non-working hours) for processing and dissemination.

#### c. Tasks

##### (1) Commanding Officer, Headquarters and Service Battalion (H&SBn)

(a) Responsible for reporting incidents involving Marines assigned to the command.

(b) Coordinate with tenant commands/activities as necessary in order to avoid duplicative reporting and to eliminate any reporting gaps/seams (particularly in cases of personnel

administratively assigned to H&S Bn, but OPCON to a tenant command/activity).

(c) Notify the MCINCR-MCBQ G-3 (working hours) or the MCINCR-MCBQ CDO (non-working hours) by phone and email upon becoming aware of an incident that meets criteria for reporting as identified in enclosures (1).

(2) Commanding Officer, Security Battalion (SecBn)

(a) Responsible for reporting incidents involving Marines assigned to the command.

(b) Coordinate with the MCINCR-MCBQ G-3 to ensure notification and reporting of incidents in which no clear chain of command exists (i.e. incidents involving individuals with no direct affiliation with a base organization).

(c) Notify the MCINCR-MCBQ G-3 (working hours) or the MCINCR-MCBQ CDO (non-working hours) by phone and email upon becoming aware of an incident that meets criteria for reporting as identified in enclosure (1).

(3) Commanding Officer, Marine Corps Air Facility Quantico (MCAF)

(a) Responsible for reporting incidents involving Marines assigned to the command.

(b) Coordinate with Commanding Officer, HMX-1 for submitting reports concerning incidents involving HMX-1 aircraft or personnel.

(c) Notify the MCINCR-MCBQ G-3 (working hours) or the MCINCR-MCBQ CDO (non-working hours) by phone and email upon becoming aware of an incident that meets criteria for reporting as identified in enclosure (1).

(4) AC/S G-1

(a) Ensure CDO's are thoroughly briefed on the provisions of this Order and have the necessary references to submit voice OPREP-3 reports and C4I Suite posts within specified timelines if directed.

(b) Be prepared to release follow-up, hard-copy, OPREP-3 messages within specified timelines, if required.

(5) AC/S G-3

(a) Assume overall staff cognizance for ensuring MCINCR-MCBQ submits required incident reports as identified in the references.

(b) Coordinate with the Commanding Officers of H&S Bn, Sec Bn, and MCAFQ, and the Commanders/Directors of tenant commands and activities to ensure reporting involving personnel and facilities located on or assigned to MCBQ are reported IAW the references.

(6) Commanders/Directors, Tenant Commands, & Activities

(a) Responsible for reporting incidents involving Marines assigned to the command.

(b) Notify the MCINCR-MCBQ G-3 (working hours) or the MCINCR-MCBQ CDO (non-working hours) by phone and email upon becoming aware of an incident that meets criteria for reporting as identified in enclosure (1).

d. Coordinating Instructions

(1) When required, personal notification to COMMCICOM, from Commander MCINCR-MCBQ, will be via phone and email using a "Who, What, Where, When, Why" format.

(2) Include MCINCR-MCBQ as an info addressee on all OPREP-3/SIR reports involving MCBQ facilities or Marines, civilian employees or family members assigned to MCINCR-MCBQ (utilize the following Message PLA: MCINCR MCBQ Commander).

4. Administration and Logistics

a. A copy of this Order shall be maintained in the CDO binder.

b. Upon submission of any Automated Message Handling System (AMHS) report as directed in the provisions of this Order, notification to recipients via NIPR email is also required.

c. This Order will be reviewed and updated on an annual basis.

5. Command and Signal

a. Command

(1) This Order is applicable to MCINCR-MCBQ and MCAFQ.

(2) Commander, MCINCR-MCBQ or his staff shall coordinate with tenant commands/activities located on MCINCR-MCBQ to ensure compliance with all higher-headquarters reporting requirements as identified in this Order.

b. Signal. Enclosures (2) and (3) provide key phone/contact and AMHS address information applicable to this Order.

10/27/2016

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R. V. BOUCHER

Chief of Staff

Signed by: BOUCHER.ROBERT.VANCE.1037078529

Distribution: A

## Reportable Events or Incidents

1. Event or incident that involves MCINCR-MCBQ personnel or facilities that may result in a local or national official reaction, United States Congressional interest, media attention, or cause (actual/potential) embarrassment to the Marine Corps.

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, and personal notification to COMMCICOM by Commander MCINCR-MCBQ.*

2. Event or incident resulting in death or disability of a MCINCR-MCBQ Marine, civilian employee, or family member, or resulting in \$200,000 or more in total property damage. Do not delay reporting pending an official determination of disability or cost; if the incident has the potential to cross the threshold a report is required.

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, and personal notification to COMMCICOM by Commander MCINCR-MCBQ.*

3. Event or incident associated with an operation or training exercise that result in death, or injury that results in lost time or reportable property damage.

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, and personal notification to COMMCICOM by Commander MCINCR-MCBQ.*

4. Class A, B or C Aircraft Mishap on MCBQ and/or MCAFQ. Do not delay reporting pending an official determination of the mishap class. If there is a potential for a "Class C" or greater mishap, a report is required.

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, and personal notification to COMMCICOM by Commander MCINCR-MCBQ.*

5. Serious criminal event or incident involving Marine Corps personnel and/or their dependent(s).

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour,*

notification to MCICOM Watch, and personal notification to COMMCICOM by Commander MCINCR-MCBQ.

**6. Event or incident of large scale civil disorder involving MCINCR-MCBQ personnel or organizations, natural or destructive weather event, or any incident that threatens life, property, or severely delays or cancels an operation or training exercise.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, personal notification to COMMCICOM by Commander MCINCR-MCBQ, notification to MARFORNORTH, and posting on C4I suite.*

**7. Loss or compromise of classified information that may compromise operational plans or an event or incident of actual or suspected covert action against any MCINCR-MCBQ personnel or organization.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, personal notification to COMMCICOM by Commander MCINCR-MCBQ, notification to MARFORNORTH, and posting on C4I suite.*

**8. The actual or presumptive diagnosis of any disease of potential epidemic significance or that may require quarantine.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, personal notification to COMMCICOM by Commander MCINCR-MCBQ, notification to MARFORNORTH, and posting on C4I suite.*

**9. The diagnosis of any disease or the extensive outbreak of any condition among MCINCR-MCBQ personnel that may potentially degrade the operational readiness of the command.**

*Requires notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, personal notification to COMMCICOM by Commander MCINCR-MCBQ, notification to MARFORNORTH, and posting on C4I suite.*

**10. Hazing event or incident that results in death, injury requiring hospitalization or significant property damage.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, and personal notification to COMMCICOM by Commander MCINCR-MCBQ.*

Enclosure (1)

**11. Racially or ethnically motivated discriminatory event or incident that results in death, injury requiring hospitalization or significant property damage, or adversely affects the equal opportunity climate of the command.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, and personal notification to COMMCICOM by Commander MCINCR-MCBQ.*

**12. Things Falling Off Aircraft (TFOA).**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, and personal notification to COMMCICOM by Commander MCINCR-MCBQ.*

**13. Any act or threat of terrorism against MCINCR-MCBQ, to include threat information derived from law enforcement or other sources, or a change in Force Protection Conditions.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), notification to MCICOM Watch, personal notification to COMMCICOM by Commander MCINCR-MCBQ, notification to MARFORNORTH, and posting on C4I suite.*

**14. Penetration or intrusion of MCBQ by unauthorized personnel with overt or suspected hostile intent.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), notification to MCICOM Watch, personal notification to COMMCICOM by Commander MCINCR-MCBQ, notification to MARFORNORTH, and posting on C4I suite.*

**15. Any other event or incident of significant Marine Corps interest not previously reported.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, and personal notification to COMMCICOM by Commander MCINCR-MCBQ. If incident is Force protection related, also requires notification to MARFORNORTH and posting on C4I suite.*

**16. Any suspicious UA or missing person report of a Quantico based Marine, Sailor, service member, civilian or family member.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3).*

Enclosure (1)

**17. Any domestic violence case that results in hospitalization of the victim.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3). Additionally, requires immediate notification to Family Advocacy Program (FAP) administrative specialist.*

**18. All unrestricted reports/incidents of actual, suspected or alleged sexual assault involving a Quantico based Marine, Sailor, civilian or family member.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, and personal notification to COMMCICOM by Commander MCINCR-MCBQ. Additionally, requires immediate notification to MCINCR-MCBQ Sexual Assault Response Coordinator.*

**19. Any serious incident in housing or DODEA schools that requires investigation by an Investigative Authority (NCIS, CID, PMO, SJA, Inspector, FAP).**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3).*

**20. All suicidal ideations, attempts, or actual suicides involving a Quantico based Marine or Sailor.**

*Requires immediate notification to Commander MCINCR-MCBQ (if unavailable, contact the Chief of Staff or G-3), an OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM Watch, and personal notification to COMMCICOM by Commander MCINCR-MCBQ. If a dependent, contractor or DoD employee, requires immediate notification to Commander MCINCR-MCBQ and requires an OPREP-3 report and MCICOM notification only if incident is likely to cause official reaction or media attention.*

**21. Any action taken under the Immediate Response Authority**

*Requires notification to the MCINCR-MCBQ G-3 and notification to the MCICOM Watch within 12 hours.*

**22. Any mutual aid or automatic aid responses where Marine Corps emergency services assets are deployed and not available for emergency responses on the installation for more than two hours.**

*Requires notification to the MCINCR-MCBQ G-3 and notification to the MCICOM Watch within 12 hours.*

**23. Any change in the readiness status and capability of installations to perform Mission Essential Functions.**

Enclosure (1)

*Requires notification to the MCINCR-MCBQ G-3 and notification to the MCICOM Watch within 12 hours.*

**24. Disruption of Aerial Port of Debarkation (APOD) operations which affect sustainment, deployment or redeployment of Operating Forces.**

*Requires notification to the MCINCR-MCBQ G-3 and notification to the MCICOM Watch within 12 hours.*

**25. Any operational security (OPSEC) violation revealing installation information.**

*Requires notification to the MCINCR-MCBQ G-3 and notification to the MCICOM Watch within 12 hours.*

**26. Events such as destructive weather, fires, power outages, demonstrations or other events that allow for early/advanced reporting or that may build in significance overtime.**

*Requires notification to the MCINCR-MCBQ G-3. G-3 will notify MCICOM watch twice daily via email. If email is not available, phone notification will be utilized. If damage to infrastructure occurs, notification to MCICOM Watch is required within 24 hours with a damage assessment.*

**27. Presence of the Commandant, Assistant Commandant, any 4-Star General Officer, Congressman, or National, DoD, or USN Official.**

*Requires notification to the MCINCR-MCBQ Command deck (E.A. or Admin Office) and G-3 by telephone or email)*

**28. Unscheduled or unplanned utility outages, road closures, loss of communications services, facility closure, or other changes in infrastructure which affect operations.**

*Requires notification to the MCINCR-MCBQ Command deck (E.A. or Admin Office) and G-3 by telephone or email)*

**29. Blue Dart Terrorist Threat Warning (indicating imminent attack)**

*Requires immediate notification to the MCINCR-MCBQ G-3 (working hours) or CDO (non-duty hours), OPREP-3/SIR voice report within (15) minutes & AMHS message within (1) hour, notification to MCICOM and MARFORNORTH specifying any force protection modifications or defensive actions, and posting on C4I Suite.*

**\*Note:** When required, personal notification to COMMCICOM from Commander MCINCR-MCBQ will be via phone or email using a Who, What, Where, Why, format

## COMMAND DUTY REPORTING PROCEDURES

**BLUE DART.** A "Blue Dart" is a threat warning that is disseminated when intelligence indicates that a "*specific, imminent, and credible threat exists.*" Blue Dart messages are typically initiated by phone, followed by a DMS message. Upon receipt of a telephonic Blue Dart, the CDO shall complete the following steps:

### **Step #1: Capture the Data**

- Collect Caller Information
  1. Caller name: \_\_\_\_\_
  2. Caller organization: \_\_\_\_\_
  3. Call-back telephone # \_\_\_\_\_
- Threat Information Data
  4. Unit / Location Targeted: \_\_\_\_\_
  5. Date & Time of Attack: \_\_\_\_\_
  6. Type of Attack: \_\_\_\_\_
  7. ID of Attacker (if known): \_\_\_\_\_
  8. Reason for attack (if known): \_\_\_\_\_
  9. Additional information: \_\_\_\_\_
- Date & time call received: \_\_\_\_\_
- Message rec'd by (your name): \_\_\_\_\_
- How message was received: \_\_\_\_\_ (e-mail) (telephone) (fax) (message)

### **Step #2: Notifications:**

- Authenticate the Blue Dart by conducting a call back to originator (step #1.3 above).
  - Immediately notify the following:
    1. Pete Streng, MCINCR-MCBQ AC/S G-3
      - Office: 784-2658
      - Email: peter.streng@usmc.mil
      - Cell: 703-409-3736
      - Home: 703-497-6697
- Alternate: Pete Russett, Director Installation Protection Branch
- Office: 703-432-0765
  - Email: peter.russett@usmc.mil
  - Cell: 540-379-3721 / Alt cell: 540-940-9248
  - Home: 540-899-3175
2. Make OPREP-3 voice report (within 15 min) to Marine Corps Operations Center
    - Commercial: 703-695-5454
    - DSN: 312-225-5454
  3. Notify MCICOM Watch Officer
    - Commercial: 571-256-8194
    - DSN: 260-8194
    - Blackberry: 910-391-4419

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4. Send AMHS message (within 1 hour). Ensure copy to MARFORNORTH. If the CDO receives "information" of an imminent attack from the FBI or local sources, MCINCR-MCBQ is required to initiate a Blue Dart. To do so, the CDO will capture the data as identified in Step #1 above and make notifications in accordance with Step #2. In the event an EXERCISE Blue Dart is received, the CDO will capture the data as identified in Step #1 above and make notifications in accordance with Step #2 (precede all communication with the words EXERCISE, EXERCISE, EXERCISE).

**BOMB THREAT.** If a bomb threat is received via telephone, fill out the bomb threat checklist located next to the telephone and have the CDSNCO or CDD notify the Provost Marshall Office at 703-784-2252. The CDO has the authority to order an evacuation. All bomb threats must be considered an actual emergency.

**CASUALTY/SUICIDE.** In all cases involving personnel aboard, assigned and/or attached to MCINCR-MCBQ, of suspected suicide, serious illness or injury, homicide, or death of family members, the CDO shall notify the Chief of Staff. The Chief of Staff may direct the CDO to contact the Duty Chaplain, PMO, and if applicable the PAO, MCOC at (703) 695-5454, Casualty Assistance Section at DSN: 278-9512, and MCICOM at (571) 435-1280.

**CONTINUITY OF OPERATIONS PLANNING (COOP).** To facilitate base support, CDO shall make immediate notification in the event of a unit/command or high profile person relocating to MCINCR-MCBQ (usually as the result of a threat/hazard in the area they were located). CDO shall record all provided information and notify the following:

1. Orvel Ronk, Antiterrorism/Contingency Plans Officer
  - Office: 432-0763
  - Email: Orvel.ronk@usmc.mil
  - Cell: 540-379-3659
  
2. Pete Russett, Director Installation Protection Branch
  - Office: 432-0765
  - Email: peter.russett@usmc.mil
  - Cell: 540-379-3721
  - Home: 540-899-3175
  - Alt cell: 540-940-9248
  
3. Pete Streng, MCINCR-MCBQ AC/S G-3
  - Office: 784-2658
  - Email: peter.streng@usmc.mil
  - Cell: 703-409-3736
  - Home: 703-497-6697

**C4I WEBSITE.** C4I is a USN/USMC program for information sharing. It allows users to post a variety of threat information to include weather alerts, changes to FPCON, threatening activity, and terrorism. The CDO is required to ensure that C4I is monitored throughout the tour of duty. If a report is posted that has a potential impact on MCINCR-MCBQ (change in FPCON level or notification of a threat to the

Enclosure (1)

region or to MCBQ personnel and/or facilities), the CDO shall immediately notify the following. CDO does not need to report/conduct notifications for C4I posts that have no obvious impact on MCINCR-MCBQ/MCAF:

1. Pete Russett, Director Installation Protection Branch
  - Office: 432-0765
  - Email: peter.russett@usmc.mil
  - Cell: 540-379-3721
  - Home: 540-899-3175
  - Alt Cell: 540-940-9248
2. Pete Streng, MCINCR-MCBQ AC/S G-3
  - Office: 784-2658
  - Email: peter.streng@usmc.mil
  - Cell: 703-409-3736
  - Home: 703-497-6697
3. Orvel Ronk, Antiterrorism/Contingency Plans Officer
  - Office: 432-0763
  - Email: Orvel.ronk@usmc.mil
  - Cell: 540-379-3659

#### **C4I Instructions**

- Bring up C4I page: <https://c4isuite.atfp.cnmc.navy.mil/my.policy>
- (Click to continue)
- Select CDO E-Mail Certificate and click OK (enter CDO PIN)
- (Click to continue)
- Select US Marine Corps
- Select MCINCR
- Monitor page (may need to refresh periodically)

If the C4I system is not operational:

- Attempt to log on again
- Contact Ron McGarvey, Threat Information Program Manager
  - Office: 432-6475
  - Email: Ronald.mcgarvey@usmc.mil
  - Cell: 540-379-3692
  - Home: 540-752-4578
- Call G-6 help desk at 784-2111/12, if still not operational, make a note in the CDO logbook.

**Destructive Weather.** Upon receipt of a report from MCAF or MCIEAST METOC weather indicating a Tornado Warning for MCINCR-MCBQ or a report of a funnel cloud in the vicinity of MCINCR-MCBQ, the CDO shall copy all provided information and notify the following:

1. PMO Desk Sergeant: 703-784-2251/2/3
2. Pete Streng, AC/S, G-3
  - Office: 784-2658
  - Email: peter.streng@usmc.mil

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- Cell: 703-409-3736
- Home: 703-497-6697

3. Pete Russett, Director Installation Protection Branch
  - Office: 432-0765
  - Email: peter.russett@usmc.mil
  - Cell: 540-379-3721
  - Home: 540-899-3175

**HAZING.** In cases of reports involving actual, suspected, or alleged incidents of hazing, immediately, immediately advise the reporting command of their responsibility to push out an OPREP-3. The CDO shall also immediately notify the Chief of Staff and make a note of the incident in the Duty Logbook.

**HAZARDOUS SUBSTANCE RELEASE.** The CDO shall ensure the ECOC 911 Dispatcher has been called for any release of oil or hazardous substances affecting the lands, navigable waters, or posing a threat to installation personnel. If requested by the On-scene Commander, the CDO shall provide the ECOC 911 Dispatcher with the contact information for Environmental Management Division (EMD) personnel listed on the EMD Emergency Call Roster. The CDO shall also notify the Chief of Staff.

**FAMILY HOUSING.** In the event that competent authority displaces a family from their home aboard MCINCR-MCBQ due to fire, high levels of carbon monoxide or flooding, the CDO must notify base housing (703-784-2711/432-8500) and inform them.

1. Lincoln Military Housing Maintenance: (888) 578-4141.
2. Family Housing Branch: 703-784-2711/432-8500
3. District Manager: (888) 578-4141.

**OPEN SKIES TREATY MESSAGES.** Follow the guidance set forth in the reference binder. When responding to the originator of the message, confirm receipt on behalf of Commander, MCINCR-MCBQ. Once response procedures are complete, contact:

1. Jim Beaulieu, Aviation Operations Officer, G-3
  - Office: 784-2811
  - Email: james.beaulieu@usmc.mil
  - Cell: 808-464-2188

**STATE FUNERAL.** Upon receipt of information (from JFHQ-NCR or MCICOM/MCNCRC) concerning the demise of a current or former President of the United States, CDO shall record all provided information and immediately notify the following:

1. Orvel Ronk, Antiterrorism/Contingency Plans Officer
  - Office: 432-0763
  - Email: Orvel.ronk@usmc.mil
  - Cell: 540-379-3659

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2. Pete Russett, Director Installation Protection Branch
  - Office: 432-0765
  - Email: peter.russett@usmc.mil
  - Cell: 540-379-3721
  - Home: 540-899-3175
  - Alt cell: 540-940-9248
  
3. Pete Streng, MCINCR-MCBQ AC/S G-3
  - Office: 784-2658
  - Email: peter.streng@usmc.mil
  - Cell: 703-409-3736
  - Home: 703-497-6697

**STATION PHONE.** The Station Phone is the tan colored phone located in the CDO office. It is a direct line, push-to-talk phone (push the button on the handset and hold it in while talking, let go of button to hear). If this phone rings for ANY REASON, to include a communications check, answer it immediately, record all information and notify the following:

1. Orvel Ronk, Antiterrorism/Contingency Plans Officer
  - Office: 432-0763
  - Email: Orvel.ronk@usmc.mil
  - Cell: 540-379-3659
  
2. Pete Russett, Director Installation Protection Branch
  - Office: 432-0765
  - Email: peter.russett@usmc.mil
  - Cell: 540-379-3721
  - Home: 540-899-3175
  - Alt cell: 540-940-9248
  
3. Pete Streng, MCINCR-MCBQ AC/S G-3
  - Office: 784-2658
  - Email: peter.streng@usmc.mil
  - Cell: 703-409-3736
  - Home: 703-497-6697

**SEXUAL ASSAULT.** In cases involving unrestricted reports of actual, suspected, or alleged sexual assault, attempt to assess the caller's state of emotion. Ensure that they do not have any intention of harming themselves or others. Refer them to one of the following contacts for immediate assistance and make note of the phone call in the duty log book. **(DO NOT INCLUDE ANY IDENTIFYING INFORMATION)**

1. MCINCR-MCBQ SAPR Hotline: 703-432-9999
2. SAPR SNCOIC: 703-432-1419
3. Victim Advocates: 703-784-3776/3836
4. Sexual Assault Response Coordinator: 784-3557 (0800-1700 only)

Enclosure (1)

**POINTS OF CONTACT AND AMHS ADDRESSES**

**MCINCR-MCBQ CDO**

Commercial: 703-784-2707  
NIPR EMAIL: cdo.fct@usmc.mil

**MCINCR-MCBQ G-3**

Primary: 703-409-3736  
Alternate: 703-784-2658  
Alternate: 703-784-2845  
NIPR Email: peter.streng@usmc.mil

**MCICOM Watch**

Commercial: 571-256-8194  
DSN: 260-8194  
Blackberry: 910-391-4419  
NIPR Email: mcicom.watch@usmc.mil

**Marine Corps Operations Center (MCOC)**

Commercial: 703-695-5454  
DSN: 312-225-5454  
STE: 703-693-4450  
Red Switch: 228-2538  
NIPR Email: hqmc.mcc2@usmc.mil  
SIPR Email: hqmcwol@hqmc.usmc.smil.mil

**AMHS Addresses**

- HQMC PP&O (PLAD: CMC WASHINGTON DC PPO)
- COMMCICOM (PLAD: COMMCICOM)
- MCICOM Watch (PLAD: COMMCICOM G-3-5-7)
- MARFORNORTH (PLAD: COMMARFORNORTH G3-G5-G7)
- MCINCR-MCBQ (PLAD: COMMANDER MCI NCR)