



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
B 033

JAN 18 2019

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS BASE
QUANTICO ORDER 3504.2

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

Subj: REPORTING PROCEDURES

Ref: (a) MCO 3504.2A 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
(e) COMMCICOM MSG R051740Z DEC 17 (UAS Reporting Guidance)
(f) MARADMIN 613/18 Suspicious Activity Reporting (SAR)
requirements
(g) MCO 5354.1E Prohibited Activities and Conduct (PAC)
Prevention and Response Policy
(h) MCBO 3040.1B Casualty Reporting

Encl: (1) Reportable Events or Incidents
(2) Points of Contact and AMHS Addresses
(3) UAS Reporting
(4) Suspicious Activity Reporting
(5) Reporting Responsibility Matrix

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.

b. 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.

c. 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. Reference (e) provides reporting guidance for Unmanned Aircraft System (UAS) incidents and reference (f) identifies suspicious activity reporting requirements.

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Reference (g) identifies reporting requirements associated with prohibited activities and conduct. Reference (h) identifies casualty reporting requirements and procedures.

d. 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 reports significant incidents and events in accordance with the references and this 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-MCBQ 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 MCINCR-MCBQ or an off-base incident involving Marines, dependents, or employees assigned to commands located on MCINCR-MCBQ, the list of reportable events identified in enclosures (1) and (5) should be reviewed.

(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-MCBQ G-3 (during working hours) or the MCINCR-MCBQ 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-MCBQ G-3 or CDO shall be informed of all OPREP-3/SIR reports concerning incidents involving MCINCR-MCBQ facilities or Marines, dependents, or employees assigned to commands located on MCINCR-MCBQ.

(3) Incidents requiring reporting to Commander MCINCR-MCBQ

shall first notify the MCINCR-MCBQ G-3 (during working hours) or CDO during non-working hours. Command point of contact information is located in encl (2).

(4) Incidents requiring notification to COMMCICOM, COMMARFORNORTH, or posting on C4I Suite, Marine Corps Suspicious Activity Information Portal (MCSAIP) and e-Guardian shall be submitted to the MCINCR-MCBQ G-3 (during working hours) or the MCINCR-MCBQ CDO (during non-working hours) for processing and further dissemination/reporting.

(5) Incidents that result in active duty, retired, or reserve military casualties or deaths of active duty family members, and civilian government employees may require that a Personnel Casualty Report (PCR) be submitted in accordance with the procedures identified in reference (h).

c. Tasks

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

(a) Responsible for reporting incidents involving command personnel.

(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 command personnel.

(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 command personnel.

(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, 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 command personnel.

(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).

(3) Enclosure (5) provides a quick reference guide to facilitate determination of who needs to be notified of the incident, the type of report required, and the timeframe for reporting.

4. Administration and Logistics

a. A current 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.

d. 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) provides key phone/contact and AMHS address information applicable to this Order.



W. C. BENTLEY III

Distribution List: A

Reportable Events or Incidents

1. Event or incident of a military, political or environmental nature, foreign or domestic, that involves Marine Corps personnel, units or installations that may evoke a local or national official reaction, United States Congressional interest or media attention.

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ

2. Event or incident, whether during normal duty or associated with an operation or exercise, resulting in death or disability of Marine Corps personnel or civilians or resulting in \$200,000 or more in total property damage. Commands' should 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.

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- PCR in accordance with reference (h)

3. Loss or compromise of classified information that may compromise operational plans.

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- Telephone notification to MARFORNORTH
- Incident post on C4i

4. Event or incident of actual or suspected covert action against any Marine Corps unit or installation.

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- Telephone notification to MARFORNORTH

Reportable Events or Incidents

- Post on C4i, MCSAIP and e-Guardian

5. Event or incident of large scale civil disorder involving Marine Corps personnel, units or installations.

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- Telephone notification to MARFORNORTH
- Incident post on C4i

6. Class A, B or C Aircraft Mishap. Commands must not delay reporting pending an official determination of the mishap class or pending notification of any intermediate headquarters. If there is a potential for a "Class C" or greater mishap, OPREP-3 procedures must be initiated.

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ

7. Things Falling Off Aircraft (TFOA).

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ

8. Serious criminal event or incident that may result in foreign or domestic criminal jurisdiction over Marine Corps personnel and/or their dependent(s).

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ

Reportable Events or Incidents

9. All unrestricted reports/incidents of actual, suspected or alleged sexual assault. Restricted reports, by definition, are not to be reported.

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- Immediate notification to MCINCR-MCBQ Installation Sexual Assault Response Coordinator.

10. All suicidal ideations, attempts or actual suicides.

- Immediate notification to Commander MCINCR-MCBQ
 - OPREP-3/SIR voice report to MCOC within 30 mins
 - OPREP-3/SIR AMHS message within 6 hours
 - Telephone notification to MCICOM Watch Officer
 - Personal notification to COMMCICOM by Commander MCINCR-MCBQ
 - PCR in accordance with reference (h)
- ** 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.

11. Hate crime incidents resulting in death, injury requiring hospitalization or significant property damage, or that adversely affect the equal opportunity climate of a unit or installation.

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- PCR in accordance with reference (h)

12. Natural or destructive weather event or manmade incident that threatens life, property, severely delays/cancels an operation or training exercise or causes a unit to displace to an alternate headquarters/location.

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer

Reportable Events or Incidents

- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- Telephone notification to MARFORNORTH

13. The diagnosis of any disease of potential epidemic significance or an extensive outbreak of any condition among Marine Corps personnel that may require quarantine or that may potentially degrade the operational readiness of a unit or installation.

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- Notification to MARFORNORTH

14. Incidents of prohibited activities and conduct to include harassment (including sexual harassment); unlawful discrimination; abuse (specifically hazing, bullying, ostracism, and retaliation); wrongful distribution or broadcasting of intimate images; and certain dissident and protest activity (to include supremacist activity).

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- Ref (g) describes additional appointment and reporting requirements within 72 hours

15. 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.

- Immediate notification to Commander MCINCR-MCBQ
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- Telephone notification to MARFORNORTH
- Post on C4i, MCSAIP and e-Guardian

16. Penetration or intrusion of MCINCR-MCBQ by unauthorized personnel with suspected hostile intent.

- Immediate notification to Commander MCINCR-MCBQ
- Telephone notification to MCICOM Watch Officer

Reportable Events or Incidents

- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- Telephone notification to MARFORNORTH
- Post on C4i, MCSAIP and e-Guardian

17. Any suspicious activity as defined in Enclosure (5).

- Immediate notification to Commander MCINCR-MCBQ
- Telephone notification to MCICOM Watch Officer
- Telephone notification to MARFORNORTH
- Post on C4i, MCSAIP and e-Guardian

18. Any action taken under the Immediate Response Authority (Commander's decision to use DoD personnel/resources in order to save lives or mitigate significant property damage in support of civilian authorities).

- Immediate notification to Commander MCINCR-MCBQ
- Telephone notification to MCICOM Watch Officer within 12 hours
- Post on C4i

19. 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.

- Notification to the MCINCR-MCBQ G-3 (during working hours) or MCINCR-MCBQ CDO (non-working hours)
- Telephone notification to MCICOM Watch Officer within 12 hours
- Post on C4i

20. Any change in the readiness status and capability of installation to perform Mission Essential Functions.

- Notification to MCINCR-MCBQ G-3 (during non-working hours, notify the MCINCR-MCBQ CDO)
- Telephone notification to MCICOM Watch Officer within 24 hours

21. Disruption of MCAF operations which affect sustainment, deployment or redeployment of tenant command operations.

- Notification to Commander, MCINCR-MCBQ
- Notification to the MCICOM Watch within 24 hours

22. Any operational security (OPSEC) violation revealing installation information.

Reportable Events or Incidents

- Notification to Commander, MCINCR-MCBQ
- Notification to the MCICOM Watch within 24 hours

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

- Notification to Commander MCINCR-MCBQ
- Notification to Family Advocacy Program (FAP) administrative Specialist
- PCR in accordance with reference (h)

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

- Notification to Commander MCINCR-MCBQ

25. Any suspicious UA or missing person report of a MCINCR-MCBQ based marine, Sailor, Service member, civilian employee or dependent.

- Notification to Commander MCINCR-MCBQ

26. Events such as destructive weather, that allow for early/advanced reporting or that may build in significance overtime).

- 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 (MCINCR-MCBQ G-3 to conduct these notifications).

27. Presence of the Commandant, Assistant Commandant, any 4-Star or 3-Star General Officer, Congressman, or National, DoD, or USN Official.

- Notification to the MCINCR-MCBQ command deck (E.A. or Admin Office) and MCINCR-MCBQ 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.

- Notification to the MCINCR-MCBQ command deck (E.A. or Admin

Reportable Events or Incidents

Office) and G-3 by telephone or email)

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

- Immediate notification to the MCINCR-MCBQ Crisis Action Team (Commander, Chief of Staff, G-3, and SecBn Commander)
- OPREP-3/SIR voice report to MCOC within 15 mins
- OPREP-3/SIR AMHS message within 1 hour
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- Telephone notification to MARFORNORTH
- Post on C4i

30. Confirmed sighting of an unmanned aircraft system (UAS) over MCINCR-MCBQ/MCAF or over any base asset or facility. UAS includes any unmanned aircraft (UA) and all associated equipment, network, and personnel to control the UA, including control stations, control links, support equipment, payloads, flight termination systems and launch/recovery systems.

- Immediate notification to the MCINCR-MCBQ G-3 (working hours) or CDO (non-duty hours)
- OPREP-3 voice report to MCOC within 30 mins
- OPREP-3 AMHS message within 3 hours
- UAV reports to the MCOC shall follow the guidance identified in Enclosure (3)
- Post on C4i, MCSAIP and e-Guardian

31. Any other event or incident not previously listed that, in the judgment of the commander, is of significant Marine Corps interest.

- Immediate notification to Commander MCINCR-MCBQ
- OPREP-3/SIR voice report to MCOC within 30 mins
- OPREP-3/SIR AMHS message within 6 hours
- Telephone notification to MCICOM Watch Officer
- Personal notification to COMMCICOM by Commander MCINCR-MCBQ
- Notification to MARFORNORTH and post on C4i, MCSAIP, and e-Guardian if Force Protection related or involves suspicious activity

POINTS OF CONTACT AND AMHS ADDRESSES

MCINCR-MCBQ CDO

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

MCINCR-MCBQ G-3

AC/S G-3
Office: 703-784-2658

Alternates:

Deputy AC/S G-3
Office: 703-784-2845

Director G-3/IPB

Office: 703-432-0765

**For after-hours contact information (email, home, and cell phone) for G-3 personnel, contact the MCINCR-MCBQ CDO*

MCICOM Watch

Commercial: 571-256-8204
Mobile: 910-391-4419
NIPR Email: mcicom_watch_officer@usmc.mil
EOC (when operational): 703-693-7177

Marine Corps Operations Center (MCOC)

Commercial: 703-695-5454/4397
DSN: 312-225-5454
STE: 703-693-4397
Red Switch: 228-2538
NIPR Email: mccc3@hqmc.usmc.mil; mccc2@hqmc.usmc.mil;
mccc1@hqmc.usmc.mil
SIPR Email: hqmcwatchteam@hqmc.usmc.smil.mil

MARFORNORTH CDO

Phone: 540-697-7371/7375
NIPR Email: marfornorthcdo@usmc.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)

UAS Reporting

An OPREP-3 Voice Report to the MCOC is required within (30) minutes of a confirmed UAS sighting and a follow up AMHS message within (3) hours. The initial report should include as much data as is available, including the following (if known):

1. Description of the aerial object or device, color, identifying markings, actual size, manufacturer and type (rotary, quad-copter, fixed-wing, etc.)
2. Distance from observer, direction or flight path and loiter activity.
3. Payload, observable camera or other device.
4. Any/all actions taken, including interactions with law enforcement or other agencies
5. If possible, units will send high definition pictures of the UA

The follow up AMHS message should include updated information since the initial voice report and any mitigation measures taken (e.g. increased security measures, the use of force with the intent to damage, destroy or disable the UA such as a net gun, drone buster, drone defender, etc.) and any mission impact. MARFORNORTH shall be included as an info addressee on the AMHS message.

Suspicious Activity

Suspicious activity reporting (SAR) facilitates information sharing and future analysis by the Marine Corps, DoD and federal law enforcement agencies. Listed below are descriptions of the fourteen (14) categories of suspicious activity that must be reported IAW reference (f).

1. **Vehicle and personnel breach/attempted intrusions.** Unauthorized personnel attempting to enter or actually entering. Perimeter boundaries and interior enclaves.
2. **Misrepresentation.** Presenting false information or misusing insignia, documents, and/or identification to misrepresent one's affiliation as a means of concealing possible illegal activity.
3. **Theft/loss/diversion.** Stealing or diverting something associated with a facility/infrastructure or secured protected site (e.g., badges, uniforms, identification, emergency vehicles, technology, or documents (classified or unclassified), which are proprietary to the facility/infrastructure or secured protected site.
4. **Sabotage/tampering/vandalism.** Damaging, manipulating, defacing, or destroying part of a facility/infrastructure or secured protected site.
5. **Expressed/IMPLIED threats.** Communicating a spoken or written threat to commit a crime that will result in death or bodily injury to another person or persons or to damage or compromise a facility/infrastructure or secured protected site.
6. **Aviation activity.** Learning to operate, or operating an aircraft, or interfering with the operation of an aircraft in a manner that poses a threat of harm to people or property, to included UAS incursions, sightings, overflight, loitering or other activity in or over perimeter boundaries.
7. **Elicitation.** Questioning individuals or otherwise soliciting information at a level beyond mere curiosity about a public or private event or particular facets of a facility/building purpose, operations, security procedures, etc.
8. **Testing/probing of security.** Deliberate interactions with, or challenges to, installations, personnel, or systems that reveal physical, personnel, or cybersecurity capabilities.\
9. **Recruiting/financing.** Providing direct financial support to operations teams and contacts or building operations teams and contacts; compiling personnel data, banking data, or travel data in a manner that would arouse suspicion of terrorism or other criminality in a reasonable person.

10. **Unauthorized/suspicious photography.** Taking pictures or video of persons, facilities, buildings, or infrastructure in an unusual or surreptitious manner that would arouse suspicion of terrorism or other criminality in a reasonable person. Examples include taking pictures or video of infrequently used access points, the superstructure of a bridge, personnel performing security functions (e.g., patrols, badge/vehicle checking), security-related equipment (e.g., perimeter fencing, security cameras), etc.

11. **Observation/surveillance.** Demonstrating unusual or prolonged interest in facilities, buildings, or infrastructure beyond mere casual (e.g., tourists) or professional (e.g., engineers) interest and in a manner that would arouse suspicion of terrorism or other criminality in a reasonable person. Examples include observation through binoculars, taking notes, attempting to mark off or measure distances, etc.

12. **Materials acquisition/storage.** Acquisition and/or storage of unusual quantities of materials such as cell phones, pagers, radio control toy servos or controllers(semicolon) fuel, chemicals, or toxic materials(semicolon) and timers or other triggering devices, in a manner that would arouse suspicion of terrorism or other criminality in a reasonable person.

13. **Acquisition of expertise.** Attempts to obtain or conduct training or otherwise obtain knowledge or skills in security concepts, military weapons or tactics, or other unusual capabilities in a manner that would arouse suspicion of terrorism or other criminality.

14. **Weapons collection/discovery.** Collection or discovery of unusual amounts or types of weapons, including explosives, chemicals, and other destructive materials, or evidence, detonations or other residue, wounds, or chemical burns that would arouse suspicion of terrorism or other criminality.

| Item # from End (1) | Description of Incident/Event | Required Reports | | | | | | | | | | Remarks | |
|---------------------|---|------------------|----------------------|-------------------------|-----|----------------------|-----------------------|---------------------------|-----------|---------------------|--|---------|---|
| | | MCBQ Commander | OPREP-3 Voice Report | OPREP-3 AIMHS | PCR | MCICOM Watch Officer | COMMANDER MCICOM | MARFORNORTH Watch Officer | C4I Suite | MSAIP and eGuardian | | | |
| 1 | Local or national official reaction, United States Congressional interest, media attention, or embarrassment to the Marine Corps. | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | N/A | Phone call | Personal Notification | N/A | N/A | N/A | | | |
| 2 | Death or disability of a MCBQ Marine, civilian employee, or family member, or \$200K or more in total property damage. | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | X | Phone call | Personal Notification | N/A | N/A | N/A | | | See ref (h) for additional PCR guidance. |
| 3 | Loss or compromise of classified information that may compromise operational plans or an event. | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | N/A | Phone call | Personal Notification | Phone call | X | N/A | | | |
| 4 | Actual or suspected covert action against any unit or installation. | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | N/A | Phone call | Personal Notification | Phone call | X | X | | | |
| 5 | Large scale civil disorder. | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | N/A | Phone call | Personal Notification | Phone call | X | X | | | |
| 6 | Class A, B or C Aircraft Mishap on MCBQ and/or MCAFQ. | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | N/A | Phone call | Personal Notification | N/A | N/A | N/A | | | |
| 7 | Things Falling Off Aircraft (TFOA). | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | N/A | Phone call | Personal Notification | N/A | N/A | N/A | | | |
| 8 | Serious criminal event or incident involving Marine Corps personnel and/or their dependent(s). | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | N/A | Phone call | Personal Notification | N/A | N/A | N/A | | | |
| 9 | All unrestricted reports/incidents of actual, suspected or alleged sexual assault involving a MCBQ Marine, Sailor, civilian or family member. | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | N/A | Phone call | Personal Notification | N/A | N/A | N/A | | | Notification to the MCINCR-MCBQ Installation Sexual Assault Response Coordinator (SARC) via the MCINCR-MCBQ 24/7 Sexual Assault Support Line at (703) 432-9999. |
| 10 | All suicidal ideations, attempts, or actual suicides. | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | X | Phone call | Personal Notification | N/A | N/A | N/A | | | See Encls (1) if a dependent, contractor or DoD employee. See ref (h) for additional PCR guidance. |
| 11 | Hate crimes resulting in death, hospitalization, significant property damage, or adversely affecting a unit. | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | X | Phone call | Personal Notification | N/A | N/A | N/A | | | See ref (h) for additional PCR guidance. |
| 12 | Natural or manmade event that threatens life, property, severely delays/cancels an operation or training exercise or causes a unit to displace. | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | N/A | Phone call | Personal Notification | N/A | N/A | N/A | | | |
| 13 | Diagnosis of any disease or the extensive outbreak of any condition that may degrade operational readiness. | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | N/A | Phone call | Personal Notification | Phone call | N/A | N/A | | | |
| 14 | Prohibited activity (e.g., harassment, sexual harassment, discrimination, abuse, wrongful distribution or broadcasting of intimate images). | X | NLT 30 minutes | OPREP-3 SIR NLT 6 hours | N/A | Phone call | Personal Notification | N/A | N/A | N/A | | | See additional reporting requirements in Reference G. |
| 15 | Any act or threat of terrorism to include threat information. | X | N/A | N/A | N/A | Phone call | Personal Notification | Phone call | X | X | | | |
| 16 | Penetration or intrusion by unauthorized personnel with overt or suspected hostile intent. | X | N/A | N/A | N/A | Phone call | Personal Notification | Phone call | X | X | | | |

| Item # from Encl (1) | Description of Incident/Event | Required Reports | | | | | | | | | | Remarks | |
|----------------------|--|------------------|----------------------|------------------------|-----|---|-----------------------|---|-----------|---------------------|-----|---------|--|
| | | MCBQ Commander | OPREP-3 Voice Report | OPREP-3 AMHS | PCR | MCICOM Watch Officer | COMMANDER MCICOM | WARFORNORTH Watch Officer | C4I Suite | MSAIP and eGuardian | | | |
| 17 | Any suspicious activity as defined in enclosure (4). | X | N/A | N/A | N/A | Phone call | N/A | Phone call | N/A | N/A | X | X | Suspicious activity can be reported to MCINCR-MCBQ via Eagle Eyes by calling (703) 432-3937 or www.usmceagleeyes.org |
| 18 | Any action taken under the Immediate Response Authority. | X | N/A | N/A | N/A | Phone call NLT 24 hours | N/A | Phone call NLT 24 hours | N/A | N/A | X | N/A | |
| 19 | Any mutual aid or automatic aid responses by MCBQ emergency services assets deployed and not available for installation responses > 2 hours. | X | N/A | N/A | N/A | Phone call NLT 24 hours | N/A | Phone call NLT 24 hours | N/A | N/A | X | N/A | Notification to the MCINCR-MCBQ G-3 (during working hours) or CDO (non-working hours) |
| 20 | Any change in the readiness status and capability of installations to perform Mission Essential Functions. | X | N/A | N/A | N/A | Phone call NLT 24 hours | N/A | Phone call NLT 24 hours | N/A | N/A | N/A | N/A | |
| 21 | Disruption of MCAF operations which affect sustainment, deployment or redeployment. | X | N/A | N/A | N/A | Phone call NLT 12 hours | N/A | Phone call NLT 12 hours | N/A | N/A | N/A | N/A | |
| 22 | Any operational security (OPSEC) violation revealing installation information. | X | N/A | N/A | N/A | Phone call NLT 12 hours | N/A | Phone call NLT 12 hours | N/A | N/A | N/A | N/A | |
| 23 | Any domestic violence case that results in hospitalization of the victim. | X | N/A | N/A | X | N/A | N/A | N/A | N/A | N/A | N/A | N/A | Family Advocacy Program (FAP) notification is required. See ref (h) for additional PCR guidance. |
| 24 | Any incident in housing or DODEA schools that requires investigation. | X | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | Family Advocacy Program (FAP) notification is required. |
| 25 | Any suspicious UA or missing person report of MCBQ based Marine, sailor, Service member, civilian employee or dependent | X | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| 26 | Destructive weather, fires, power outages, demonstrations or other events that may build in significance overtime. | X | N/A | N/A | N/A | Email twice daily or call within 24 hours | N/A | Email twice daily or call within 24 hours | N/A | N/A | N/A | N/A | |
| 27 | Presence of the Commandant, Assistant Commandant, any 4-Star General Officer, Congressman, or National, DoD, or USN Official. | X | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | Command Executive Assistant (CMD EA) should be notified. |
| 28 | Unscheduled or unplanned utility outages, road closures, loss of communications services, or facility closure. | X | N/A | N/A | N/A | Email twice daily or call within 24 hours | N/A | Email twice daily or call within 24 hours | N/A | N/A | N/A | N/A | |
| 29 | Blue Dart Terrorist Threat Warning (indicating imminent attack). | X | NLT 30 minutes | OPREP-3 SIR NLT 1 hour | N/A | Phone call | Personal Notification | Phone call | N/A | N/A | X | N/A | Crisis Action Team (CAT) includes CO, CoS, G-3, Sec Bn at a minimum. |
| 30 | Confirmed sighting of an unmanned aircraft system (UAS) over MCAF or over any base asset or facility. | X | NLT 30 minutes | OPREP-3 NLT 3 hours | N/A | N/A | N/A | N/A | N/A | N/A | X | N/A | See Enclosure (4) for additional information. |
| 31 | Any use of deadly force. | X | NLT 30 minutes | OPREP-3 NLT 6 hours | N/A | Phone call | Personal Notification | Phone call | N/A | N/A | N/A | N/A | |