



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

IN REPLY REFER TO:
MCINCR-MCBQO 3504.2
B 033
30 Nov 15

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

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

Subj: REPORTING PROCEDURES

Ref: (a) MCO 3504.2 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) 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-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 MCBQ or an off-base incident involving Marines, dependents, or employees assigned to commands located on MCBQ, 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-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, COMMCICOM, or COMMARFORNORTH, or posting on C4I Suite shall be submitted to the MCINCR-MCBQ G-3 (during working hours) or the MCINCR-MCBQ CDO (during non-working hours) for processing and dissemination.

c. Tasks

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

(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 enclosure (1).

(2) Commanding Officer, Security Battalion (Sec Bn)

(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 (MCAFQ)

(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 MCBQ (utilize the following Message PLAD: Commander MCI NCR).

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. Enclosure (2) provides key phone/contact and AMHS address information applicable to this Order.



ALLEN D. BROUGHTON

Chief of Staff

Signed by: BROUGHTON.ALLEN.DALE.1168122922

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**

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

MCINCR-MCBQ FAP

Primary: 703-784-2570 (M-F 0730-1630)
Victim Advocacy Helpline: 703-350-1688 (24/7)

MCINCR-MCBQ SARC

Primary: 703-784-3557 (M-F 0800-1700)
Sexual Assault Support line: 703-432-9999 (24/7)

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)

Enclosure (2)