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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 5530.3
B 03

AUG 28 2023

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS BASE
QUANTICO ORDER 5530.3

From: Commander, Marine Corps Installations National Capital Region -
Marine Corps Base Quantico (MCINCR-MCBQ)

To: Distribution List

Subj: REPORTING OF UNAUTHORIZED INSTALLATION ACCESS (GATE RUNNERS)

Ref: (a) CMC MSG 061630Z Jan 22
(b) MCICOM Policy Letter 1-22
(c) MCINCR-MCBQO 3504.2
(d) MCICOM MSG 151415Z Jun 22

Encl: (1) Unauthorized Access Report Template
(2) CDO Reporting Procedures

1. Situation. Recent changes in higher headquarters requirements for reporting incidents of unauthorized installation access requires modification to base reporting procedures.

a. (CUI) Reference (a) directs that installation commanders report all attempted and successful unauthorized installation access incidents.

(1) (CUI) Attempted unauthorized installation access is when one or more individuals attempt to enter the installation without completing proper access control procedures and without being granted access by security personnel, regardless of intent.

(2) (CUI) Successful unauthorized installation access is when one or more individuals proceed past the final point at which they would be forced to stop, such as by a final denial barrier, regardless of intent.

b. Reference (b) directs that unauthorized installation access be reported via OPREP-3, Marine Corps Suspicious Activity Information Portal (MCSAIP), and C4i Suite.

2. Mission. In response to an attempted or successful unauthorized installation access incident, MCINCR-MCBQO complies with all mandatory reporting requirements.

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3. Execution

a. Commanders Intent. To implement training and security procedures for gate personnel that reduce unauthorized access incidents. If an unauthorized vehicle does enter the base, we will execute procedures to immediately stop or locate the vehicle. We will then comply with all reporting requirements and timelines.

b. Concept of Operations. Upon determination that a vehicle is attempting to enter the installation without authorization, security personnel shall execute established procedures to stop the vehicle. If the unauthorized vehicle successfully proceeds onto the installation (past the final denial barriers), PMO will execute procedures to locate the vehicle, and then take appropriate law enforcement actions. All attempted and successful incidents of unauthorized access shall be immediately reported utilizing the following procedures.

(1) Internal PMO notification procedures will be executed by the PMO Desk Sergeant to ensure the Provost Marshal (PM) and Security Battalion (SecBn) leadership are immediately made aware of the incident.

(2) The SecBn Commander or designated representative provides immediate notification of the incident to the Base Commander and MCINCR-MCBQ Command Duty Officer (CDO). Notification is conducted by telephone and email using the Unauthorized Access Report Template provided in enclosure (1).

(3) Upon receiving notification of the incident, the CDO is responsible for executing the reporting procedures identified in enclosure (2). This includes an OPREP-3 voice report to the Marine Corps Operations Center (MCOC) within 30 minutes of receipt of notification, a follow-up OPREP-3 message report to the MCOC within 6 hours, posting a copy of the OPREP-3 message in C4i, and notification to the MCICOM Watch (Note: During working hours, G-1 assists the CDO with AMHS).

(4) As additional details of the incident are identified, the PM or SecBn leadership are responsible for providing updates to the Base Commander and informing the CDO.

(5) PMO is responsible for entering the incident details into MCSAIP (Trapwire) NLT the next business day (normal hours). Entry into MCSAIP is required for all incidents of unauthorized access, to include those that do not meet OPREP-3 requirements.

c. Tasks(1) Assistant Chief of Staff, G-1

(a) Ensure a copy of this order is included as part of the CDO turnover binder and that all command duty officers are aware of their responsibilities for completing mandatory reporting requirements following an incident of unauthorized installation access.

(b) Ensure that the CDO binder includes instructions for accessing and using C4i suite.

(c) Provide support to G-3 during planning and execution of exercises that test the reporting procedures identified in this order.

(d) Assist the CDO with preparing and submitting the OPREP-3 written report. During working hours, receive the completed report from the CDO and send to the MCOC via AMHS. During non-working hours, and other times when AMHS is not available, review/approve the completed report, prior to the CDO submitting it via email to the MCOC.

(2) Assistant Chief of Staff, G-3. In coordination with SecBn and G-1, plan and execute an exercise to test the reporting procedures identified in this order NLT 30 working days after publication. Coordinate as needed with the MCOC and MCICOM Watch Officer. Conduct additional exercises as needed to ensure proficiency.

(3) Commanding Officer, Security Battalion

(a) Develop and implement procedures to minimize incidents of unauthorized access caused by language barriers or miscommunication.

(b) Conduct training with the guard force that emphasizes proper employment of final denial barriers to minimize incidents where vehicles are allowed to proceed past the final denial barriers without authorization.

(c) Ensure the MCINCR-MCBQ Commander is immediately informed of all incidents of attempted or successful unauthorized access. Continue to provide updates until the situation is resolved.

(d) Ensure the MCINCR-MCBQ CDO is provided with sufficient details of incidents of attempted or successful unauthorized access utilizing enclosure (1).

(e) Ensure a sufficient number of SecBn personnel have access to and are trained to submit reports using MCSAIP.

(f) Provide support to G-3 during planning and execution of exercises that test the reporting procedures identified in this order.

(4) Command Duty Officer (CDO)

(a) Upon receipt of a report from PMO/SecBn of an incident of unauthorized installation access, complete all reporting requirements identified in enclosure (2). Submit updates or changes to the reports as needed.

(b) Make a logbook entry indicating time that the initial report of unauthorized access was received and when each required report was submitted.

(c) Contact the PMO Desk Sergeant if additional information/details about the incident is required. Contact G-1 for assistance with OPREP-3 reporting.

d. Coordinating Instructions. NLT 30 days after publication of this order, MCINCR-MCBQO will conduct an exercise to test the identified reporting procedures. Additional exercises will be conducted on a recurring basis, as needed, to ensure proficiency.

4. Administration and Logistics

a. OPREP-3 SIR messages reporting unauthorized installation access shall include notification (Cc line) to COMMARFORNORTH and COMMCICOM via AMHS or email.

b. Reporting procedures identified in this order shall be included in the next revision of MCINCR-MCBQO 3504.2 (Reporting Procedures).

5. Command and Signal. The point of contact for this order is the G-3/Installation Protection Branch (IPB). Change recommendations or questions about provisions of this order can be submitted to mcincr_ma@usmc.mil.


MICHAEL L. BROOKS

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Template for Reporting Unauthorized Installation Access

SecBn/PMO: complete areas highlighted in blue
CDO: Complete areas highlighted in yellow

FM: MCINCR MCBQ

TO: CMC PPO WASHINGTON DC

CC: COMMCICOM
COMMARFORNORTH
MCINCR MCBQ G3

MSGID/GENADMIN/MCINCR MCBQ//

SUBJ/OPREP-3 SIR/UNAUTHORIZED INSTALLATION ACCESS//

REF/A/DOC/CMC/MSG DTD 061630ZJAN22//

REF/B/TEL/MCINCR-MCBQ CDO/DDHHMMZ MMM YY// (enter date/time that CDO provided initial voice report to MCOC)

NARR/REF A IS A CMC MSG ON REPORTING INSTALLATION ACCESS INCIDENTS. REF B IS VOICE REPORT SUBMITTED TO MARINE CORPS OPERATIONS CENTER (MCOC).

POC/CDO NAME/RANK/MCBQ CDO/TEL: 703-784-2707/EMAIL: CDO.FCT@USMC.MIL//

GENTEXT/REMARKS/1. THIS REPORT PROVIDES DETAILS OF AN INCIDENT OF UNAUTHORIZED INSTALLATION ACCESS THAT TOOK PLACE ON MCB QUANTICO.

A. LINE 1: BASE: MCB QUANTICO, VIRGINIA.

B. LINE 2: DATE TIME GROUP OF INCIDENT: DD MMM YY/HHMM (local time)

C. LINE 3: INDIVIDUAL/VEHICLE LOCATED: YES/NO/NA. (IF YES, WERE THEY CITED UNDER SECTION 1382 OF TITLE 18, US CODE, OR OTHER APPLICABLE CRIMINAL STATUE OR REGULATION? - IF NO, DESCRIBE ACTIONS TO LOCATE THE VEHICLE).

D. LINE 4: GATE NUMBER/NAME AND EXIT OR ENTRY LANE: XXXXXXXXXXXXXX

E. LINE 5: FINAL DENIAL BARRIER ACTIVATED: YES/NO. SUCCESSFUL: YES/NO. OTHER MEANS TO DENY ACCESS: N/A OR DESCRIPTION.

F. LINE 6: INCIDENT DESCRIPTION: Short description of incident provided by PMO. The incident description shall include:

- If one or more of the individuals attempting access is a foreign national.

Enclosure (1)

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Template for Reporting Unauthorized Installation Access

- If one or more of the individuals attempting access is an adult that does not possess any U.S. or foreign government-issued identification.
- If during the installation access attempt and controlled turnaround, suspicious materials (e.g. multiple cameras, or cameras with telephoto lens, weapons, etc.) are visible or otherwise identified, or the individual's behavior is otherwise suspicious.

2. MCINCR-MCBQ COMMSTRAT HAS BEEN NOTIFIED. LOCAL MEDIA INTEREST NOT ANTICIPATED.//

Reporting Unauthorized Installation Access

Upon notification (from SecBn/PMO) of an attempted or successful incident of unauthorized access (sometimes referred to as a gate runner), the CDO shall conduct reporting as identified in this enclosure. Prior to submitting any reports, the CDO shall confirm with SecBn/PMO that base leadership (Base Commander or Chief of Staff) has been notified of the incident.

1. OPREP-3 SIR Voice Report

a. The report shall be provided by the CDO to the Marine Corps Operations Center (MCOC), phone number: 703-695-5454, within 30 minutes following receipt of notification of the incident.

b. The report will include as much information as is available, but at a minimum should contain the date, time, location, unit/installation involved and a general description of the incident. The CDO shall utilize Lines 1 through 5 of enclosure (1), provided by SecBn/PMO, when making the voice report to the MCOC.

c. Under no circumstances should the initial voice report be delayed beyond 30 minutes in order to obtain additional information. Follow-up information can be provided in subsequent reports.

d. If clarification or additional information about the incident is required, the CDO can contact the PMO Desk Sergeant at 703-784-2253.

2. Notification to MCICOM

a. The CDO shall contact the MCICOM Watch, phone number 703-693-7177, and identify that MCICOM CCIR #8 has been tripped.

b. The CDO shall utilize lines 1 through 5 from encl (1), as provided by PMO, when making the voice report to the MCICOM watch.

c. As updates to the incident become available, the CDO can provide updates to the MCICOM Watch via email to mcicom.watch@usmc.mil.

3. Notification to MCINCR-MCBQ COMMSTRAT

a. MCINCR-MCBQ COMMSTRAT shall be notified of any gate runner incident that results in an OPREP-3 report.

Enclosure (2)

Reporting Unauthorized Installation Access

b. COMMSTRAT Points of Contact:

(1) Director: 703-784-3218

(2) Deputy: 703-784-3255

(3) Chief: 703-784-4201

(4) COMMSTRAT email: guan.comrel@usmc.mil

4. OPREP-3 Message Report

a. It is required that an OPREP-3 message be sent to the MCOC within 6 hours following notification of the incident.

b. The CDO prepares the OPREP-3 by using the report template provided by SecBn/PMO and filling in all remaining areas (highlighted in yellow). The CDO provides the completed report to the AC/S G-1 or G-1 SNCOIC for review/approval.

c. During working hours, the AC/S G-1 or G-1 SNCOIC submits the approved report to the MCOC via email.

d. During non-working hours (e.g. nights, weekends, holidays), the AC/S G-1 or G-1 SNCOIC reviews/approves the report and returns it to the CDO. The CDO then emails the report to the MCOC as a pdf attachment.

e. If the report is sent via email, it should be addressed to the MCOC at hqmc.mcc2@usmc.mil. Include MCICOM at mcicom.watch@usmc.mil and MARFORNORTH at MARFORNORTHCDO@usmc.mil as carbon copy addressees on the email.

5. C4i Suite. A copy of the OPREP-3 SIR that was submitted to the MCOC shall be posted on C4i by the CDO. C4i should already be open/available on the CDO computer (link is bookmarked on the Google Chrome browser). The following procedures identify how to post the OPREP-3 report on C4i.

a. CDO opens the C4i application and ensures that "MCB Quantico" is visible in upper left corner of page (do not use the "MCINCR" link).

Enclosure (2)

Reporting Unauthorized Installation Access

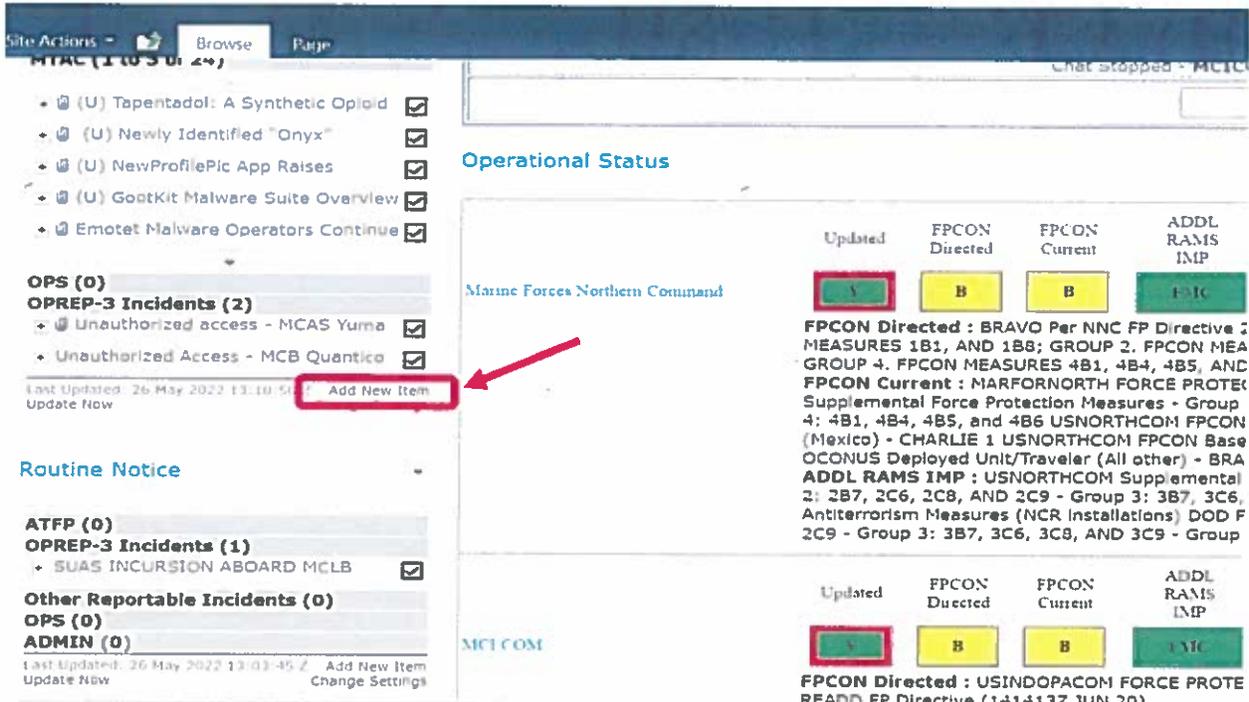
The screenshot shows the MCB Quantico website dashboard. At the top left, a red box highlights the "MCB Quantico" logo. A red arrow points from the text "MUST SAY 'MCB Quantico' not 'MCINCR'" to this logo. The dashboard includes a "WORLD CLOCK AND COUNTER" section with times for Zulu, Eastern Time, Naples, Italy, Yokosuka Japan, and Pearl Harbor HI. Below this are chat room options for "USMC Chat", "MCINCR Chat Room", and "MCB Quantico Chat Room", each with a "Start" button. A "Operational Status" section displays various system health indicators like "PFCON Directed", "PFCON Current", "AFM", "CPI", "CCA", "CCA", "Saves", "CCA-CIT", and "MCC-CIT".

This screenshot shows the same website with a file directory on the left side. A red box highlights the "MCB Quantico" link in the directory. A red arrow points from the text "If tab says 'MCINCR', scroll down and click here" to this link. The right side of the dashboard is identical to the previous screenshot, showing operational status indicators and chat room options.

Enclosure (2)

Reporting Unauthorized Installation Access

b. Under "OPREP-3 Incidents" category, click on "Add new item." When the add notice input box opens. Fill out each category:



1. Short Title: "Unauthorized Access - MCB Quantico"
2. Status: "Open"
3. Notice Type: "ATFP"
4. ATFP Sub-Type: "Perimeter Breach"
5. Mission Area: "ATFP"
6. Recipients: (check All USMC)
7. Significant Details: (paste from PMO notification report)
8. Actions Taken: (paste from PMO notification report)
9. Message DTG: (use DTG from OPREP-3 SIR)
10. Incident Type: "Unauthorized Installation Access"
11. Incident Time: (get time from PMO notification report)

Enclosure (2)

Reporting Unauthorized Installation Access

12. Incident Location Title: "MCB Quantico Gate (add gate name/number from PMO notification report).
 13. Location: (no input required)
 14. Source of Information: "MCB Quantico PMO"
 15. Source Credibility: Select "High"
 16. POC Name: (enter CDO rank and name)
 17. POC Command: "MCINCR-MCB Quantico"
 18. POC Phone: "703-784-2707"
 19. POC Email: "cdo.fct@usmc.mil"
 20. Attachments: "OPREP-3 SIR"
 21. Originating Region: "MCINCR"
 22. Originating Installation: "MCB Quantico"
 23. Update number and time: (fill in only if an update to the original report)
 24. New or Update (select "new" for initial report and "update" for subsequent reports, if required)
 - c. At top of form, click on "attach file" and add the OPREP-3 SIR report that was submitted to the MCOC.
 - d. At bottom of page, click on "Save"
5. MCSAIP/Trapwire report. The MCSAIP report is submitted by the PMO crime analyst or CID NLT the next working day. No action required by CDO.

Enclosure (2)