



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 3040.1
ADJ
14 MAY 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 3040.1

From: Commanding General
To: Distribution List

Subj: PERSONNEL CASUALTY REPORTING (PCR) AND SERIOUS INCIDENT REPORTING
(OPREP-3 SIR) NOTIFICATION PROCEDURES

Ref: (a) MCO 3040.4, Marine Corps Casualty Assistance Program
(b) MCO 3504.2, Operations Event/Incident Report
(OPREP-3) Reporting

Encl: (1) PCR/SIR Notification Sheet
(2) Sample OPREP-3 SIR Involving a Sexual Assault

1. Situation. Per reference (a), the Defense Casualty Information Processing System (DCIPS) is the casualty reporting system that the Department of Defense mandates to report service member and certain categories of other reportable casualties utilizing Personnel Casualty Reports (PCRs). Serious incident reports shall be submitted using the OPREP-3 SIR reporting system outlined in reference (b).

2. Cancellation. MCIEASTO 3040.1D and BO 3040.2G.

3. Mission. To standardize Personnel Casualty and Serious Incident reporting procedures within Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Subordinate commanders at all levels shall ensure accurate and timely reporting of casualties and serious incidents/events, in accordance with references (a) and (b).

(2) Concept of Operations

(a) This Order shall be used in conjunction with the references and other current regulations and directives.

(b) OPREP-3 SIRs and PCRs prepared at any level (e.g., battalion/squadron, bases/stations) shall be forwarded to the Installation Commander for review and release only after an MCIEAST-MCB CAMLEJ review has been conducted.

(c) All OPREP-3 SIRs and PCRs shall be sent to the MCIEAST-MCB CAMLEJ Adjutant and/or Assistant Adjutant for an administrative review. The Adjutant will provide to the Deputy Commander for final approval by the Commanding General prior to releasing to higher headquarters.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

14 MAY 2012

b. Subordinate Element Missions(1) MCIEAST-MCB CAMLEJ Subordinate Commanders shall:

(a) Release all PCRs from your subordinate commands via DCIPS, in accordance with this Order and reference (a).

(b) Ensure appropriate personnel, to include duty watch-standers, have access to the Automated Message Handling System (AHMS) during both working and after normal working hours. Release all OPREP-3 SIRs from your subordinate commands via AHMS, in accordance with this Order and reference (b).

(c) Personnel Casualties

1. Make voice notification to the Marine Corps Casualty Section (MFPC) at commercial (703)695-9512/DSN 278-9512/Toll Free (800)847-1597 to report any casualties. Refer to paragraph 4c(1) below for timelines to MFPC.

2. Make voice notification to this headquarters (Attn: Adjutant) at commercial (910)451-3033/4455/2414 or DSN 751 to report any casualties.

(d) Serious Incidents/Events

1. Make voice notification to the Marine Corps Operations Center (MCOC) at (703)695-5454/DSN 225-5454/Toll Free (866)876-2669 to report any serious incidents or events. Refer to paragraph 4c(2) below for timelines to MCOC.

2. Make voice notification to this headquarters (Attn: Assistant Chief of Staff (AC/S), G-3/5) at commercial (910)451-0375/2743/2742 or DSN 751 to report any serious incidents or events.

(e) After normal working hours, contact the MCIEAST-MCB CAMLEJ Command Duty Officer (CDO) at commercial (910) 451-2414/4789/3031/3032/3033 or DSN 751 to report any casualties, serious incidents, or events.

(2) Assistant Chief of Staff, G-3/5 shall:

(a) Provide assistance to commands as required.

(b) Notify the Deputy Commander when an OPREP-3 SIR is received or forthcoming.

(3) Adjutant shall:

(a) Provide assistance to commands as required and per paragraph 4a(2)(c) above.

(b) Notify the Deputy Commander when a PCR or OPREP-3 SIR is received or forthcoming.

(4) MCIEAST-MCB CAMLEJ CDO. After normal working hours, upon notification of a casualty or serious event/incident the CDO shall:

14 MAY 2012

(a) Determine if the incident involves MCIEAST-MCB CAMLEJ personnel, units, or facilities. If not, refer the matter immediately to the appropriate command; and

(b) Notify the below personnel, in the order indicated:

1. Command Duty personnel of parent organization
2. Adjutant or Assistant Adjutant
3. Deputy Commander or Chief of Staff (in case of a death, notify immediately)
4. AC/S G-3/5 (only for OPREP-3 SIR, such as training incidents, destructive weather, pandemic event, or BLUE DART)
5. Public Affairs Officer (if directed to do so)
6. Marine Corps Installations Command Watch Officer at commercial (571)435-1219, and email: mcicom_watch_officer.usmc.mil, after approval of the Deputy Commander or Chief of Staff.

(c) Ensure subordinate command duty personnel have initiated appropriate voice notification to higher headquarters, as outlined in paragraph 4b(1).

c. Coordinating Instructions. Enclosure (1) is the PCR/OPREP-3 SIR Notification Sheet.

(1) Casualty Reporting

(a) Voice notification to the MFPC for all reportable casualties is required as soon as possible, after MCIEAST-MCB CAMLEJ approval, but no later than one hour after becoming aware of a casualty.

(b) A PCR will be submitted using DCIPS as soon as complete and verified information can be reported, and after MCIEAST-MCB CAMLEJ review. Close liaison must be maintained between all concerned organizations and agencies (e.g., local law enforcement, hospitals, Marine Corps activities, etc.) to ensure accuracy.

(c) After normal working hours, weekends, and holidays, voice notification will be made to the MFPC and MCOC after MCIEAST-MCB CAMLEJ approval. In some cases an OPREP-3 SIR may also be required or directed by higher headquarters, which will be also reviewed by MCIEAST-MCB CAMLEJ.

(d) Do not report "Not Seriously Ill or Injured (NSI)" casualties unless the casualty has been categorized as an attempted suicide. The suicide attempt must be verified by competent medical authority.

(e) Refer to chapter 3 of reference (a) for instructions on completing a PCR.

(2) Serious Event/Incident Reporting

(a) OPREP-3 SIR voice notification to the MCOC is required within 15 minutes of a reportable event/incident, after MCIEAST-MCB CAMLEJ approval. Do not delay reporting information because you need to obtain required or additional information.

14 MAY 2012

(b) An OPREP-3 SIR message is required within one hour, with MCEAST-MCB CAMLEJ review, unless otherwise directed by the MCOC.

(c) Reference (b) provides detailed guidance on reportable events/incidents, and message format and instructions.

(d) Enclosure (2) is a Sample OPREP-3 SIR involving a Sexual Assault incident, and most of the alleged victim and alleged suspect information is omitted. In other cases, refer to reference (b) for the appropriate information and format to be entered.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all Marine Corps Installations East and Marine Corps Base Camp Lejeune subordinate commands.

b. Signal. This Order is effective on the date signed.


W. A. MEIER
Chief of Staff

DISTRIBUTION: A

14 MAY 2012

PCR/SIR Notification Sheet

PCR (DCIPS) Global address list:

TO: CASUALTY PCR USMC-INJ_ILL_WIA
CASUALTY PCR USMC-DECEASED

CC: MCICOM WATCH OFFICER
MCB CAMLEJ CASUALTY
LEJEUNE CDO MCB

DEPUTY COMMANDER: This name will change; call to ensure you have the correct name.

CHIEF OF STAFF: This name will change; call to ensure you have the correct name.

SERGEANT MAJOR: This name will change; call to ensure you have the correct name.

STAFF SECRETARY: This name will change; call to ensure you have the correct name.

ADJUTANT AND DEPUTY ADJUTANT: These names will change; call to ensure you have the correct name.

MCICOM ADJUTANT AND AC/S G-1: These names will change; call to ensure you have the correct name.

** Death only

Note: Include appropriate personnel in the immediate chain of command.

OPREP-3 SIR PLADs:

FM: (THE COMMAND PLA)
TO: CMC WASHINGTON DC POC (UC)
INFO/CC:
COMMCICOM (UC)
COMMCICOM G-1(UC)
COMMCICOM G-3-5-7(UC)
CG MCIEAST-MCB CAMLEJ (UC)
CG MCIEAST-MCB CAMLEJ G1 (UC)
CG MCIEAST-MCB CAMLEJ G3 (UC)
CG MCIEAST-MCB CAMLEJ PAO (UC)
CG MCIEAST-MCB CAMLEJ SAFETY (UC)
CG MCIEAST-MCB CAMLEJ SES (UC)
(THE COMMAND PLA)

Special Instructions. In addition to releasing the OPREP-3 SIR in AHMS, ensure a copy of the completed SIR is emailed to the Deputy Commander, Chief of Staff, Sergeant Major, Adjutant, Deputy Adjutant, and Staff Secretary.

14 MAR 2012

Sample OPREP-3 SIR Involving a Sexual Assault

FM: CO MCLB ALBANY GA (UC)
TO: CMC WASHINGTON DC PPO POC (UC)
CC: COMMCICOM (UC)
COMMCICOM G-1 (UC)
COMMCICOM G-3-5-7 (UC)
COMMARFORCOM (UC)
COMMARCORBASESLANT (UC)
CG MCIEAST-MCB CAMLEJ (UC)
CG MCIEAST-MCB CAMLEJ G1 (UC)
CG MCIEAST-MCB CAMLEJ G3-5 (UC)
CG MCIEAST-MCB CAMLEJ PAO (UC)
CG MCIEAST-MCB-CAMLEJ SAFETY (UC)
CG MCIEAST-MCB CAMLEJ SES (UC)
CO MCLB ALBANY GA (UC)

//NO5740/FOUO//

FOR OFFICIAL USE ONLY

SUBJ/OPREP-3SIR/M00201/001//

REF/A/DOC/CMC/MCO 3504.2/8JUN07/

REF/B/TEL/MCLB ALBANY CDO/121030ZNOV2007//

NARR/REF A IS MCO ON OPERATIONS EVENT/INCIDENT REPORT (OPREP-3) REPORTING. REF B IS VOICE REPORT SUBMITTED TO MARINE CORPS OPERATIONS CENTER (MCOC).

POC/U. R. HARD/LTCOL/FSD/MCLB ALBANY GA/TEL:504-555-6666/E-MAIL:URHARD@USMC.MIL//

GENTEXT/REMARKS/1. BRIEF EXPLANATION OF FACTUAL INCIDENT/EVENT (I.E. ON (DATE) AT APPROXIMATELY (TIME), VICTIM WAS DRIVING AROUND WITH SUSPECT WHEN SUSPECT PARKED THE CAR AND ALLEGEDLY ASSAULTED THE VICTIM BY GROPING AND ATTEMPTING TO FORCE HIMSELF ON HIM/HER. THEY WERE INTERRUPTED BY A PASSING PEDESTRIAN AT APPROXIMATELY (TIME) ON (DATE). ON (DATE) VICTIM NOTIFIED THE UNIT UVA, ELECTED TO MAKE AN UNRESTRICTED REPORT, AND PMO WAS CONTACTED. CID CONDUCTED INITIAL INTERVIEW, AND NCIS IS TAKING OVER INVESTIGATION).

2. DATE TIME GROUP OF INCIDENT (LOCAL TIME (ZULU TIME) OF SA.

3. PERSONNEL INVOLVED:

*3.A. SUSPECT, VICTIM, WITNESS (WHICHEVER APPLICABLE):

3.A.1. OMITTED

3.A.2. OMITTED

3.A.3. OMITTED

3.A.4. UNIT ORGANIZATION OR ADDRESS

3.A.5. OMITTED

3.A.6. STATUS AND LOCATION OF PERSONNEL INVOLVED (I.E. FULL DUTY/PRESENT AND SCHEDULED FOR INITIAL CIVILIAN VICTIM ADVOCATE COUNSELING, MCB CAMP LEJEUNE, NC).

3.B. REPEAT PARAGRAPH 3.A FOR ADDITIONAL SUSPECTS, VICTIMS, WITNESSES (LIST EACH SEPARATELY).

4. DESIGNATION OF THE ORGANIZATION OR OFFICES, MILITARY AND CIVILIAN, CONDUCTING THE INVESTIGATION OR POINT OF CONTACT FOR INFORMATION.

14 MAY 2012

5. STATEMENT AS TO PRESENT OR ANTICIPATED REACTION OF THE CIVIL POPULACE TO THE INCIDENT. INCLUDE A STATEMENT THAT THE COGNIZANT PUBLIC AFFAIRS OFFICE (PAO) (HAS) OR (HAS NOT) BEEN NOTIFIED OF INCIDENT. INCLUDE PRESENT MEDIA COVERAGE TO DATE AND ANTICIPATED NEWS MEDIA INTEREST IN THE INCIDENT.

6. STATEMENT THAT THE LOCAL INTELLIGENCE OFFICER (HAS) OR (HAS NOT) BEEN NOTIFIED OF INCIDENT.

7. FURTHER ACTION BEING TAKEN. ANY FURTHER INFO THAT IS PERTINENT TO INCIDENT.

(*) DENOTES: ALLEGED VICTIM AND ALLEGED SUSPECT INFORMATION WILL ONLY BE OMITTED FOR INCIDENTS INVOLVING SEXUAL ASSAULTS.