



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

MCIEAST-MCB CAMLEJO 3040.1A
ADJ
04 DEC 2013

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

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 3504.2A, Operations Event/Incident Report
(OPREP-3) Reporting

Encl: (1) PCR/SIR Notification Sheet
(2) Sample OPREP-3 SIR Involving a Sexual Assault
(3) Sample OPREP-3 SIR Involving Suicidal Ideations/Gestures
(4) Sample OPREP-3 SIR Involving Hazing

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 (SIRs) shall be submitted using the OPREP-3 SIR reporting system outlined in reference (b).

2. Cancellation. MCIEAST-MCB CAMLEJO 3040.1.

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 Deputy Adjutant for an administrative review. The Adjutant will provide it to the Deputy Commander for final approval by the Commanding General prior to releasing to higher headquarters (HHQ).

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

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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 (AMHS) during both working hours and after normal working hours. Release all OPREP-3 SIRs from your subordinate commands via AMHS, 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 (AC/S), 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:

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

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

1. Command Duty personnel of parent organization
2. Adjutant or Deputy 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, things falling off aircraft, or BLUE DART)
5. Director of Safety (only for OPREP-3 SIR, such as training incidents, aviation/ground incidents, things falling off aircraft, or if directed to do so)
6. Public Affairs Officer, if directed to do so
7. Marine Corps Installations Command Watch Officer at commercial (571)256-8194/cell (910)391-4419, 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 HHQ, 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 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 MFPC and MCOC after MCIEAST-MCB CAMLEJ approval. In some cases, an OPREP-3 SIR may also be required or directed by HHQ, which will also be reviewed by MCIEAST-MCB CAMLEJ.

(d) Do not report "Not Seriously Ill or Injured (NSI)" casualties, unless it is an attempted suicide.

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

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(2) Serious Event/Incident Reporting

(a) An OPREP-3 SIR voice report is due within 30 minutes with a message required within six hours after MCIEAST-MCB CAMLEJ review, unless otherwise directed by the MCOC. Do not delay reporting information in order to obtain required or additional information.

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

(c) 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.

(d) Enclosure (3) is a sample OPREP-3 SIR involving suicidal ideations/gestures. This does not require a PCR, only an OPREP-3 SIR. Suicides and suicide attempts require both an OPREP-3 SIR and PCR. All suicide categories must be verified by a competent medical authority, per reference (a).

(e) Enclosure (4) is a sample OPREP-3 SIR involving a hazing incident.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ and its subordinate commands.

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


W. A. MEIER
Chief of Staff

DISTRIBUTION: A/B/C

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: 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 EOA (UC)
CG MCIEAST-MCB CAMLEJ PAO (UC)
CG MCIEAST-MCB CAMLEJ SAFETY (UC)
CG MCIEAST-MCB CAMLEJ SES (UC)
CG MCIEAST-MCB CAMLEJ SJA (UC)
(THE COMMAND PLA)

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

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)
CG MCIEAST-MCB CAMLEJ (UC)
CG MCIEAST-MCB CAMLEJ G1 (UC)
CG MCIEAST-MCB CAMLEJ G3-5 (UC)
CG MCIEAST-MCB CAMLEJ EOA (UC)
CG MCIEAST-MCB CAMLEJ PAO (UC)
CG MCIEAST-MCB-CAMLEJ SAFETY (UC)
CG MCIEAST-MCB CAMLEJ SES (UC)
CG MCIEAST-MCB CAMLEJ SJA (UC)
CO MCLB ALBANY GA (UC)

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

REF/A/DOC/CMC/MCO 3504.2A/7AUG13/

REF/B/TEL/MCLB ALBANY CDO/121030ZAUG2013//

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. AN INCIDENT OF SEXUAL ASSAULT WAS REPORTED TO HAVE OCCURRED IN BARRACKS Q, 2400-0600. (NO DETAILS ABOUT THE INCIDENT SHALL BE PROVIDED).

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. LCPL (DO NOT PROVIDE IF RANK WILL COMPROMISE CONFIDENTIALITY, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY)

3.A.2. OMITTED

3.A.3. OMITTED

3.A.4. UNIT ORGANIZATION OR ADDRESS

3.A.5. RACE/GENDER (DO NOT PROVIDE IF IT WILL COMPROMISE CONFIDENTIALITY, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY)

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, AND WITNESSES (LIST EACH SEPARATELY).

4. DESIGNATION OF THE ORGANIZATION OR OFFICES, MILITARY AND CIVILIAN, CONDUCTING THE INVESTIGATION OR POINT OF CONTACT FOR INFORMATION.
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 UNIT (HAS) (HAS NOT) NOTIFIED HQMC OF THIS REPORTABLE EVENT VIA VOICE REPORT.
7. STATEMENT THAT THE LOCAL INTELLIGENCE OFFICER (HAS) OR (HAS NOT) BEEN NOTIFIED OF INCIDENT.
8. THE SARC AND/OR UVA HAS BEEN NOTIFIED OF THE INCIDENT. ANY 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.

Sample OPREP-3 SIR Involving Suicidal Ideations/Gestures

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)
CG MCIEAST-MCB CAMLEJ (UC)
CG MCIEAST-MCB CAMLEJ G1 (UC)
CG MCIEAST-MCB CAMLEJ EOA (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)
CG MCIEAST-MCB CAMLEJ SJA (UC)
CO MCLB ALBANY GA (UC)

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REF/A/DOC/CMC/MCO 3504.2A/7AUG13/

REF/B/TEL/MCLB ALBANY CDO/121030ZAUG2013//

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:504-55-6666/E-MAIL:URHARD@USMC.MIL//

GENTEXT/REMARKS/1. BRIEF EXPLANATION OF FACTUAL INCIDENT/EVENT (I.E., ON (DATE) AT APPROXIMATELY (TIME), THE SERVICE MEMBER CAME INTO HIS WORKSPACE AND TOLD HIS SNCOIC GYSGT CHEST THAT HE WAS CONTEMPLATING "ENDING IT ALL". THE MEMBER WAS THEN TAKEN TO NAVAL HOSPITAL ON MCLB ALBANY FOR EVALUATION. (WERE ALCOHOL/DRUGS INVOLVED)

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

3. PERSONNEL INVOLVED:

*3.A. SERVICE MEMBER

3.A.1. RANK OR TITLE

3.A.2. FIRST NAME, MIDDLE INITIAL, LAST NAME

3.A.3. EDIPI

3.A.4. UNIT ORGANIZATION OR ADDRESS

3.A.5. RACE, GENDER (E.G., AMER-INDIAN, FEMALE)

3.A.6. STATUS AND LOCATION OF PERSONNEL INVOLVED (I.E., FULL DUTY/PRESENT AND SCHEDULED FOR COUNSELING, MCLB ALBANY, GA).

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.

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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 THE INCIDENT. INCLUDE PRESENT MEDIA COVERAGE TO DATE AND ANTICIPATED NEWS MEDIA INTEREST IN THE INCIDENT.
6. STATES THAT THE UNIT (HAS) (HAS NOT) NOTIFIED HQMC OF THIS REPORTABLE EVENT VIA VOICE REPORT.
7. STATEMENT THAT THE LOCAL INTELLIGENCE OFFICER (HAS) OR (HAS NOT) BEEN NOTIFIED OF INCIDENT.
8. FURTHER ACTION BEING TAKEN. ANY FURTHER INFO THAT IS PERTINENT TO INCIDENT.

Sample OPREP-3 SIR Involving Hazing

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)
CG MCIEAST-MCB CAMLEJ (UC)
CG MCIEAST-MCB CAMLEJ G1 (UC)
CG MCIEAST-MCB CAMLEJ G3-5 (UC)
CG MCIEAST-MCB CAMLEJ EOA (UC)
CG MCIEAST-MCB CAMLEJ PAO (UC)
CG MCIEAST-MCB-CAMLEJ SAFETY (UC)
CG MCIEAST-MCB CAMLEJ SES (UC)
CG MCIEAST-MCB CAMLEJ SJA (UC)
CO MCLB ALBANY GA (UC)

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

REF/A/DOC/CMC/MCO 3504.2A/7AUG13/

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

GENTEXT/REMARKS/1. MCLB ALBANY BECAME AWARE OF AN ALLEGATION OF HAZING WHICH OCCURRED IN THE EARLY MORNING HOURS. SOMETIME BETWEEN 0300-0400 ON 12 AUGUST 2013, THREE NEW JOIN MARINES WERE REPORTEDLY PULLED OUT OF THEIR RACKS, AND THEN SUBSEQUENTLY ASSAULTED. INITIAL REPORTING INDICATES THAT THE MARINES' HANDS WERE BOUND BEHIND THEIR BACKS, WERE QUIZZED ON KNOWLEDGE, AND WERE THEN PUNCHED AND KICKED IF THEY ANSWERED INCORRECTLY. THE VICTIMS STATED THAT THEY WERE REPEATEDLY PUNCHED IN THE FACE AND BACK AND KICKED IN THE SHINS BY THE SUSPECTS. LANCE CORPORAL TAKE A. STAND WAS WALKING TO HER ROOM AND OBSERVED THE HAZING. SHE IMMEDIATELY TOOK ACTIONS TO STOP THE HAZING AND WAS THEN ASSAULTED SO SEVERELY SHE SUSTAINED INTERNAL INJURIES. INJURIES SUSTAINED BY THE OTHER VICTIMS INCLUDED BRUISING TO THE FACE, BACK, AND SIDES. BASED ON PRELIMINARY FINDINGS, THE COMMANDING OFFICER OF MCLB ALBANY HAS PLACED THE SUSPECTS IN PRE-TRIAL CONFINEMENT. THIS INCIDENT IS PENDING FURTHER INVESTIGATION.

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

3. PERSONNEL INVOLVED:

3.A. VICTIM

3.A.1. PFC

3.A.2. DISILLUSIONED, MARK A.

3.A.3. EDIPI

3.A.4. MCLB ALBANY

3.A.5. HISPANIC, MALE

Enclosure (4)

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- 3.A.6. MCLB ALBANY
- 3.B. VICTIM
 - 3.B.1. PFC
 - 3.B.2. LETDOWN, MICHAEL A.
 - 3.B.3. EDIPI
 - 3.B.4. MCLB ALBANY
 - 3.B.5. CAUCASIAN, MALE
 - 3.B.6. MCLB ALBANY
- 3.C. VICTIM
 - 3.C.1. PFC
 - 3.C.2. INJURED, MARY L.
 - 3.C.3. EDIPI
 - 3.C.4. MCLB ALBANY
 - 3.C.5. CAUCASIAN, FEMALE
 - 3.C.6. MCLB ALBANY
- 3.D. VICTIM
 - 3.D.1. LCPL
 - 3.D.2. STAND, TAKE A.
 - 3.D.3. EDIPI
 - 3.D.4. MCLB ALBANY
 - 3.D.5. BLACK, FEMALE
 - 3.D.6. MCLB ALBANY
- 3.E. SUSPECT
 - 3.E.1. LCPL
 - 3.E.2. KICKER, JOHN A.
 - 3.E.3. EDIPI
 - 3.E.4. MCLB ALBANY
 - 3.E.5. CAUCASIAN, MALE
 - 3.E.6. BRIG, CHARLESTON, SC
- 3.F. SUSPECT
 - 3.F.1. CPL
 - 3.F.2. PUNCHER, MARIA J.
 - 3.F.3. EDIPI
 - 3.F.4. MCLB ALBANY
 - 3.F.5. HISPANIC, FEMALE
 - 3.F.6. BRIG, CHARLESTON, SC
- 4. NCIS MCLB ALBANY AND PMO. POC J. GIBBS, NCIS, 229-639-1234.
POC PMO INVESTIGATOR WHITE 229-555-5555.
- 5. STATEMENT AS TO IF MEDIA INTEREST IS EXPECTED AT THIS TIME.
MCLB ALBANY PAO (HAS) OR (HAS NOT) BEEN NOTIFIED
- 6. STATEMENT THAT THE UNIT (HAS) (HAS NOT) NOTIFIED HQMC OF THIS
REPORTABLE EVENT VIA VOICE REPORT.
- 7. STATEMENT THAT THE LOCAL INTELLIGENCE OFFICER (HAS) OR (HAS NOT)
BEEN NOTIFIED OF INCIDENT.
- 8. LCPL STAND WAS TAKEN TO THE MCLB NAVAL HOSPITAL AND WAS ADMITTED
DUE TO THE SEVERITY OF HER INJURIES. LCPL KICKER, LCPL PUNCHER, AND
LCPL ASSUALT HAVE BEEN ORDERED TO CONFINEMENT AT THE BRIG AND ARE
CURRENTLY CONDUCTING IN-PROCESSING.