



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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3500
G-3/5
JUN 15 2022

COMMANDING GENERAL'S POLICY LETTER 006-22

From: Commanding General
To: Distribution

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS REPORTING AND
NOTIFICATION PROCEDURES

Ref: (a) MCO 3504.2A Ch 1 Operations Event/Incident Report (OPREP-3)
Reporting
(b) COMMCICOM Policy Letter 1-22 of 29 Mar 22

Encl: (1) MCIEAST-MCB CAMLEJ Commander's Critical Information
Requirements List and reporting instructions

1. Purpose. To establish Commander's Critical Information Reporting (CCIR) policy for Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) and MCIEAST commands.

2. Cancellation. Commanding General's Policy Letter 002-22.

3. Information. In accordance with the references, MCIEAST-MCB CAMLEJ and MCIEAST subordinate commands must inform higher headquarters when specified events occur. In some cases the Operations Event/Incident Report (OPREP-3) reporting process will be initiated and a message will be required per reference (a). This policy letter formally establishes the CCIR's for the Commanding General (CG), MCIEAST-MCB CAMLEJ.

4. Action

a. All MCIEAST-MCB CAMLEJ and MCIEAST subordinate commands will ensure familiarity with this policy letter and the references.

b. All Command Duty Officers, Officers of the Day, and Squadron Duty Officers will review these CCIR's and be prepared to take appropriate actions if a CCIR event occurs.

c. All commands will ensure appropriate procedures are in place to report any CCIR event.

d. Reference (b) are the Commander, Marine Corps Installations Command's CCIRs and also provides a variety of sample message templates and other pertinent information regarding CCIR reporting to higher headquarters.

e. Reference (b) is designated as CUI for a copy please contact the point of contact below.

5. Point of contact is the MCIEAST-MCB CAMLEJ Director of Operations and Plans at (910) 451-2742 or DSN: 751-2742.

ANDREW M. NIEBEL

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MCIEAST-MCB CAMLEJ Commander's Critical Information Requirements List

CCIR is information that must be brought to the CG's attention immediately or within the time specified for each CCIR (immediately or within 12 Hours).

MCIEAST component unit commanders and senior staff officers may report the occurrence of a CCIR directly to the CG at any time. Component commanders and senior staff officers who report CCIRs directly to the CG should follow up such notification by informing the Chief of Staff (COS), (or Deputy Commander (DC) or AC/S G-3/5 in his absence), so that he can direct and supervise the completion of additional or subsequent required staff action.

During normal working hours, report CCIRs expeditiously through the chain of command to the COS (or DC, AC/S G-3/5 or directly to the CG in his absence).

During non-working hours, report CCIRs to the MCIEAST Command Duty Officer (CDO), at (910)451-2414 and cdo.mcblejeune.fct@usmc.mil. The CDO will immediately report the appearance of the CCIR to the COS (or DC, AC/S G-3/5 or directly to the CG in his absence).

NOTIFY COMMANDER IMMEDIATELY

CCIR 1. Any incident or event that requires notification to HQMC per ref (a) (MCO 3504.2A Operations Event/Incident Report (OPREP-3) Reporting) or to an operational commander per their reporting policy.

CCIR 2. Death or serious injury of personnel on/or assigned to an MCICOM installation.

CCIR 3. Any significant event that could cause significant media embarrassment (actual/potential) to the Marine Corps (e.g., sexual assault).

CCIR 4. Any Class A, B, C mishap of an Operational Support Aircraft (OSA) or any incident affecting MCICOM OSA operations.

CCIR 5. Any Class A, B, C, Bird/Wildlife Airstrike Hazard (BASH) mishap affecting MCICOM aircraft or aviation operations.

CCIR 6. Unmanned Aircraft System (UAS) incursions that occur over an installation or affect the mission/operations of tenants or any engagements of sUAS intrusions regardless of effectiveness.

CCIR 7. Any uses, releases, and spills of more than 10 gallons of AFFF concentrate or more than 300 gallons of AFFF mixed foam, or any other hazardous material, sewage or other release that is likely to receive Congressional, regulatory agency, or media attention (SIR IAW reference (b)). (Note: All reportable spills and releases, including spills and releases not deemed Significant Incidents, must be reported through the ECMS Spill Reporting Module per Volume 7, MCO 5090.2, Environmental Compliance and Protection).

CCIR 8. Penetration or intrusion of any installation by unauthorized personnel regardless of intent. (Note: This should not apply to personnel who inadvertently access the installation due to language barriers, miscommunication or unfamiliarity with the installation boundaries and who immediately comply with orders to depart as determined by Security Personnel).

NOTIFY COMMANDER WITHIN 12 HOURS

CCIR 9. Any change in Force Protection Condition (FPCON) from the baseline established by CCDRs, COMMARFORCOM, COMMARFORPAC, or regional commanders based on any act or threat of terrorism against United States interests aboard an installation.

CCIR 10. Any change in Health Protection Condition (HPCON) (if decision authority is delegated to regional/installation commanders).

CCIR 11. Initiation of control activities related to pandemic influenza and/or vector-borne diseases (e.g., quarantine, isolation, or prophylaxis storage or distribution).

CCIR 12. Loss of emergency and public safety communications capabilities \geq 1 hour that support incident notification, emergency response and installation protection activities, including, but not limited to, 9-1-1, Enterprise Land Mobile Radio (E-LMR), enterprise Mass Notification Systems (eMNS), Marine Corps Electronic Security Systems, and fire protection systems.

CCIR 13. Any actions taken under the Immediate Response Authority by an installation commander.

CCIR 14. Any mutual aid or automatic aid responses where Marine Corps emergency service assets (e.g., Fire and Emergency Services, Ambulance, Aircraft Rescue and Fire Fighting (ARFF), Explosive Ordnance Disposal (EOD)) are deployed and are not available for emergency responses on the installation for more than 2 hours.

CCIR 15. Any situation in housing (to include Public-Private Venture) that results in evacuation of residents; any unplanned facilities event lasting over 8 hours to include power outages, water outages, water damage, etc.; any unresolved charge or fee assessed by a PPV partner against a Military Housing Privatization Initiative (MHPI) tenant in excess of \$5,000.

CCIR 16. Life, health and safety issues in housing, to include mold contamination.

CCIR 17. Any change in the readiness status and capability of installations to perform Mission Essential Functions.

CCIR 18. Disruption of Aerial Port of Debarkation/Sea Port of Debarkation (APOD/SPOD) operations that affect sustainment, deployment, or redeployment of operating forces.

CCIR 19. Any operational security (OPSEC) violation revealing critical installation information (e.g., unauthorized release of military plans, installation accidents or incidents).

CCIR 20. Foodborne illness or suspected foodborne illness tied to a garrison mess hall affecting 10 or more personnel.