



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

MCIEAST-MCB CAMLEJO 3040.1E
ADJ
AUG 28 2018

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

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, OPREP-3 SIR Reporting
(c) CG's Policy ltr 11-13 of 29 Aug 13
(d) MCO 5354.1E

Encl: (1) MCIEAST MCB CAMLEJ 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 other reportable casualties utilizing a Personnel Casualty Report (PCR). A Serious Incident Reports (SIR) shall be submitted using the Operations Event/Incident Report (OPREP-3) SIR reporting system outlined in reference (b).

2. Cancellation. MCIEAST-MCB CAMLEJO 3040.1D.

3. Mission. To update and systematize PCR and SIR 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. MCIEAST Subordinate commanders at all levels shall ensure accurate and timely reporting of PCRs and SIRs in accordance with references (a) through (d).

(2) Concept of Operations

(a) This Order shall be used in conjunction with the references to ensure proper execution of PCRs and SIRs.

(b) PCRs and SIRs shall be prepared at the lowest level capable (e.g., company, battalion, etc.) and shall be addressed per enclosure (1).

b. Tasks

(1) MCIEAST subordinate commands shall:

(a) Release all PCRs via DCIPS in accordance with this Order and the references.

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(b) Release all OPREP-3 SIRs via Automated Message Handling System (AMHS) message and in accordance with this Order and references (b) through (d).

(c) Ensure appropriate personnel, to include duty watch-standers, have access to the AMHS during both working hours and after normal working hours. Approve and/or release all OPREP-3 SIRs from your subordinate commands via AMHS in accordance with this Order and reference (b).

(d) Distribute a copy of released PCR or OPREP-3 SIRs in accordance with enclosure (1).

(e) Personnel Casualties. Make immediate voice notification of casualties in accordance with reference (a) to the Marine Corps Casualty Section (MFPC) at commercial (703) 695-9512/DSN 278-9512/Toll Free (800) 847-1597. Refer to paragraph 5a below for additional requirements.

(f) Serious Incidents/Events. Make voice notification to the Marine Corps Operations Center (MCO) at (703) 695-5454/DSN 225-5454/Toll Free (866) 876-2669 to report any serious incidents or events. Refer to paragraph 5b below for additional requirements.

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

(a) Provide assistance to commands as required.

(b) Notify the Deputy Commander and Chief of Staff when an SIR is received or forthcoming.

(3) Adjutant and Adjutant Administrative Chiefs. Provide assistance to commands as required.

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

(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, notify the below personnel in the order indicated:

1. Command duty personnel of parent MCIEAST-MCB CAMLEJ command to verify knowledge of the casualty/incident.

2. Adjutant and Adjutant Administrative Chief.

3. Deputy Commander and Chief of Staff.

4. AC/S, G-3/5.

5. Director of Safety.

6. Marine Corps Installations Command (MCICOM) Watch Officer at commercial (571) 256-8194/cell (910) 391-4419, and email: mcicom_watch_officer.usmc.mil.

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(b) Ensure subordinate command duty personnel have initiated appropriate voice notification to higher headquarters (HHQ) as outlined in this Order.

5. Administration and Logistics. Enclosure (1) shall be utilized for all PCRs and SIRs in addition to the below requirements:

a. PCR

(1) Voice notification to MFPC for all reportable casualties is required immediately upon knowledge of the casualty.

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

(3) After normal working hours, weekends, and holidays, voice notification will be made to MFPC and MCOC. In some cases, an SIR may also be required and/or directed by HHQ. If an SIR is required, prepare in accordance with references (b) through (d) and the enclosures.

(4) Do not report "Not Seriously Ill or Injured (NSI)" casualties unless directed by MFPC or until it is a verified suicide attempt by a competent medical authority (CMA).

(5) Refer to chapter 3 of reference (a) for additional, detailed instructions on completing a PCR.

b. OPREP-3 SIR

(1) An OPREP-3 SIR voice report is due within 30 minutes to MCOC, and an AHMS message in accordance with enclosure (1) is required within six hours, unless otherwise directed by the MCOC. Do not delay reporting information in order to obtain required or additional information.

(2) References (b) through (d) provide detailed guidance on reportable events/incidents and instructions.

(3) Enclosure (1) details the Plain Language Address Directory (PLAD) and follow-on email for SIRs.

(4) Enclosures (2) through (4) are sample OPREP-3 SIRs. In other cases, refer to reference (b) for the appropriate information and format to be entered.

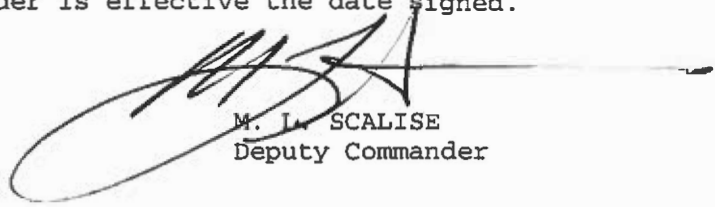
(5) All suicide categories must be verified by a CMA per reference (a). Suicidal ideations/gestures do not require a PCR, only an OPREP-3 SIR. However, verified suicides and suicide attempts by a CMA require both an OPREP-3 SIR and PCR.

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6. Command and Signal

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

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



M. L. SCALISE
Deputy Commander

DISTRIBUTION: A/B

Copy to: COMMCICOM

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MCIEAST-MCB CAMLEJ PCR/SIR Notification Sheet

PCR (DCIPS) Global Address List Addressees:

TO: CASUALTY PCR USMC-INJ ILL WIA
CASUALTY PCR USMC-DECEASED (Deaths ONLY)

CC: MCICOM WATCH OFFICER
MCB CAMLEJ CASUALTY
LEJEUNE CDO MCB

The following names will change; ensure you have the current personnel:

Deputy Commander
Chief of Staff
Sergeant Major
Staff Secretary
Adjutant
Adjutant Administrative Chief
Appropriate additional personnel in the immediate chain of command

OPREP-3 SIR PLADs:

FROM: (The Command's PLAD)
TO: CMC PPO WASHINGTON DC PPO
INFO: COMMCICOM
COMMCICOM G ONE
COMMCICOM G THREE G FIVE G SEVEN
CG MCIEAST MCB CAMLEJ
CG MCIEAST MCB CAMLEJ EOA
CG MCIEAST MCB CAMLEJ G ONE
CG MCIEAST MCB CAMLEJ G THREE G FIVE
CG MCIEAST MCB CAMLEJ COMMSTRAT
CG MCIEAST MCB CAMLEJ SAFETY
CG MCIEAST MCB CAMLEJ SJA
CG MCIEAST MCB CAMLEJ MCCS (Note: Alleged Sexual Assaults only)
Command's PLAD and any other commands involved

Special Instructions. In addition to releasing the OPREP-3 SIR in AMHS, ensure a copy of the completed SIR with the date time group (DTG) of the message is emailed to:

MCB CAMLEJ CDO (cdo.mcblejeune.fct@usmc.mil)
Marine Corps Installations Command (MCICOM) Watch Officer
(mcicom_watch_officer@usmc.mil)

The following names will change; ensure you have the current personnel:

Deputy Commander
Chief of Staff
Sergeant Major
Staff Secretary
Adjutant
Adjutant Administrative Chief
MCICOM Adjutant
Appropriate additional personnel in the immediate chain of command

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Sample OPREP-3 SIR Involving a Sexual Assault

FM: CO MCLB ALBANY GA

(The command of the alleged victim is responsible for submitting the OPREP-3 SIR unless prior coordination has been made with the alleged suspect's command, if known).

TO: CMC PPO WASHINGTON DC
CC: COMMCICOM
COMMCICOM G ONE
COMMCICOM G THREE G FIVE G SEVEN
CG MCIEAST MCB CAMLEJ
CG MCIEAST MCB CAMLEJ G ONE
CG MCIEAST MCB CAMLEJ G THREE G FIVE
CG MCIEAST MCB CAMLEJ COMMSTRAT
CG MCIEAST MCB CAMLEJ MCCS
CG MCIEAST MCB CAMLEJ SJA
CO MCLB ALBANY GA

//NO5740/FOUO//

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

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

REF/B/TEL/MCLB ALBANY CDO/121030LAUG2013//

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) OF THE SEXUAL ASSAULT.

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. THE UNIT HAS NOTIFIED HQMC OF THIS REPORTABLE EVENT VIA VOICE REPORT.

7. THE SECURITY MANAGER (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.

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

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Sample OPREP-3 SIR Involving Suicidal Ideations/Gestures

FM: CO MCLB ALBANY GA
TO: CMC PPO WASHINGTON DC
CC: COMMCICOM
COMMCICOM G ONE
COMMCICOM G THREE G FIVE G SEVEN
CG MCIEAST MCB CAMLEJ
CG MCIEAST MCB CAMLEJ G ONE
CG MCIEAST MCB CAMLEJ G THREE G FIVE
CG MCIEAST MCB CAMLEJ COMMSTRAT
CG MCIEAST MCB CAMLEJ SAFETY
CG MCIEAST MCB CAMLEJ SJA
CO MCLB ALBANY GA

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

REF/B/TEL/MCLB ALBANY CDO/121030LAUG2013//

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). COMPETENT MEDICAL AUTHORITY (NAME) HAS VERIFIED THIS AS A SUICIDE IDEATION.

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

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. THE UNIT HAS NOTIFIED HQMC OF THIS REPORTABLE EVENT VIA VOICE REPORT.

7. THE LOCAL SECURITY MANAGER (HAS) OR (HAS NOT) BEEN NOTIFIED OF INCIDENT.

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

AUG 28 2018Sample OPREP-3 SIR Involving Hazing

FM: CO MCLB ALBANY GA

(The command of the alleged victim(s) is responsible for submitting the OPREP-3 SIR unless prior coordination has been made with the alleged suspect(s) command).

TO: CMC PPO WASHINGTON DC
 CC: COMMCICOM
 COMMCICOM G ONE
 COMMCICOM G THREE G FIVE G SEVEN
 CG MCIEAST MCB CAMLEJ
 CG MCIEAST MCB CAMLEJ EOA
 CG MCIEAST MCB CAMLEJ G ONE
 CG MCIEAST MCB CAMLEJ G THREE G FIVE
 CG MCIEAST MCB CAMLEJ COMMSTRAT
 CG MCIEAST MCB CAMLEJ SJA
 CO MCLB ALBANY GA

//NO5740/FOUO//

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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) OF THE 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

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

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- 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. THE UNIT HAS NOTIFIED HQMC OF THIS REPORTABLE EVENT VIA VOICE REPORT.
- 7. THE SECURITY MANAGER (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.