



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

MCIEAST-MCB CAMLEJO 3040.1B
ADJ

20 JAN 2015

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

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 3040.1A.

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 approval for message 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 and Chief of Staff for final approval prior to releasing to higher headquarters (HHQ).

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

20 JAN 2015

b. Tasks

(1) MCIEAST-MCB CAMLEJ Subordinate Commanders shall:

(a) Submit all PCRs and OPREP-3 SIRs to the MCIEAST-MCB CAMLEJ Adjutant for review by the MCIEAST-MCB CAMLEJ Chief of Staff or Deputy Commander prior to release.

(b) Release all PCRs via DCIPS in accordance with this Order and reference (a).

(c) Release all OPREP-3 SIRs via Automated Message Handling System (AMHS) message.

(d) Ensure appropriate personnel, to include duty watch-standers, have access to the 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).

(e) 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) 451-4789/3031/3032/3033/2414 or DSN 751. After normal working hours contact the Command Duty Officer (CDO) at the same phone numbers or cellular telephone at (910) 554-9135 to report any casualties.

(f) 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: Adjutant and 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.

(g) After normal working hours, contact the MCIEAST-MCB CAMLEJ CDO at commercial (910) 451-2414/3031/3032/3033 or DSN 751, or cellular phone number at (910) 554-9135 to report any casualties, serious incidents, or events.

(2) AC/S, G-3/5 shall:

(a) Provide assistance to commands as required.

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

20 JAN 2015

(3) Adjutant shall:

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

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

(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 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.

(b) 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/SIR Notification Sheet. For incidents of alleged sexual assault or hazing, the OPREP-3 SIR shall be completed by the alleged victims command unless prior coordination has been made with the alleged suspect(s) command.

(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

20 JAN 2015

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 a verified suicide attempt by competent military medical authority.

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

(2) Serious Event/Incident Reporting

(a) An OPREP-3 SIR voice report is due within 30 minutes and 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 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.

(e) All suicide categories must be verified by a competent military medical authority per reference (a).

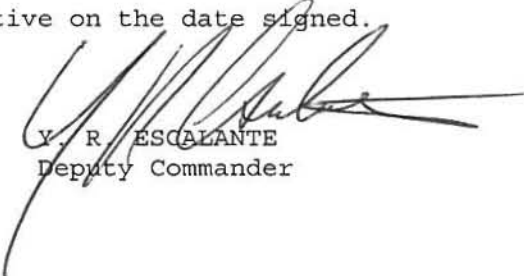
(f) Enclosure (4) is a sample OPREP-3 SIR involving a hazing incident.

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.


Y. R. ESCALANTE
Deputy Commander

DISTRIBUTION: A/B/C

20 JAN 2015

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 names.
** Death only

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

OPREP-3 SIR PLADs:

FM: (THE COMMAND PLA)
TO: CMC PPO POC WASHINGTON DC
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 PAO
CG MCIEAST MCB CAMLEJ SAFETY
CG MCIEAST MCB CAMLEJ SES
CG MCIEAST MCB CAMLEJ SJA
(YOUR COMMAND PLA 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 of the message is emailed to the Deputy Commander, Chief of Staff, Sergeant Major, Adjutant, Deputy Adjutant, and Staff Secretary.

20 JAN 2015

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 POC 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 PAO
CG MCIEAST MCB CAMLEJ SAFETY
CG MCIEAST MCB CAMLEJ SES
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/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 (MCO).

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 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

Enclosure (2)

20 JAN 2015

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.

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

20 JAN 2015

Sample OPREP-3 SIR Involving Suicidal Ideations/Gestures

FM: CO MCLB ALBANY GA
TO: CMC PPO POC 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 PAO
CG MCIEAST MCB CAMLEJ SAFETY
CG MCIEAST MCB CAMLEJ SES
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/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). COMPETENT MILITARY MEDICAL AUTHORITY (NAME) HAS VERIFIED THIS AS A SUICIDE IDEATION.

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

20 JAN 2015

Sample 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 POC 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 PAO

CG MCIEAST MCB CAMLEJ SAFETY

CG MCIEAST MCB CAMLEJ SES

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 (ZULU 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

20 JAN 2015

- 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. 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.