



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 5740.1A

B 27

1 Jul 97

MARINE CORPS BASE ORDER 5740.1A

From: Commanding General
To: Distribution List

Subj: OPREP-3 SIR: SERIOUS INCIDENT REPORTS

Ref: (a) MCO 5740.2F

Encl: (1) Reporting Decision Flowchart
(2) OPREP-3 SIR Reportable Events
(3) Format for an OPREP-3 SIR Message
(4) Example OPREP-3
(5) Reporting Units

1. Purpose. To provide instructions for reporting events or incidents to the CMC and the National Command Authorities (NCA) on matters involving military personnel, units and property aboard MCB, Quantico.

2. Cancellation. MCBO 5740.1.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Backaround

a. The reference requires the Commanding General to report to the CMC serious incidents involving personnel, activities, equipment, or facilities of this Command, and incidents, which because of their nature, have real or potential national or international implications. Enclosure (1) provides a diagram of the reporting decision process. Enclosure (2) amplifies common OPREP-3 Serious Incident Report (SIR) types of reportable incidents. Enclosures (3) and (4) provide a format for reports. Enclosure (5) is the list of reporting units within this Command.

b. Three categories of OPREP-3 reports are used to report significant events and incidents to the highest levels of command. The OPREP-3 reporting system is exempt from reports control.

(1) OPREP-3 PINNACLE (P) flagword reports, with or without an additional flagword, is the first category. These reports are used to provide the NCA, through the National Military Command Center, with information on significant events and incidents where high level national interest is anticipated.

MCBO 5740.1A
1 Jul 97

(2) OPREP-3 reports without the flagword PINNACLE, with or without an additional flagword, is the second category. These reports are used to notify the appropriate CinC of Service of any incident or event where national interest is not indicated or undetermined.

(3) OPREP-3 SIR flagword reports provide the CMC, through the Marine Corps Command Center (MCCC), with information on any significant event or incident where high Marine Corps interest is indicated.

5. Action

a. Reporting Units within this Command will report incidents of significant interest to the CMC through the MCCC per the following procedures:

(1) During Working Hours. Immediately notify the Chief of Staff, MCB, and make an initial telephonic report to CMC within 15 minutes of learning of an event or incident (DSN 225-7366, commercial (703) 695-7366/7367). At a minimum, this voice report will include all of the information required by paragraph 1 of enclosure (3) :

FROM	unit submitting report
EXER/OPER	name of exercise/operation being conducted when incident occurred (if applicable)
TYPE REPORT	OPREP-3 SIR
TIME	Zulu DTG incident occurred
LOC	location of incident
INCIDENT	nature of incident with narrative summary of known factual information
POC	name/grade/phone number of point of contact for additional information

The initial report is made with the information available without delay. Submit the OPREP-3 SIR message within 24 hours of the event or incident using the appropriate format shown in enclosures (3) and (4).

(2) After Normal Working Hours. Immediately notify the Command Duty Officer (CDO). The Reporting unit will make the initial telephonic report to the CMC within 15 minutes of the event or incident.

(3) Prior to preparing the OPREP-3 SIR message, notify the Public Affairs Office.

(4) The Reporting Unit will prepare and submit an OPREP-3 SIR message containing available information within 24 hours of the occurrence of the event/incident using the appropriate format shown in enclosures (3) and (4). The classification of the message is

based on its content. When members of more than one Reporting Unit are involved in an event or incident, each Reporting Unit that has members involved will submit an SIR.

(5) The Reporting Unit will submit follow-on messages to provide additional information missing from or not available for the initial message and to make corrections.

b. The Director, Reserve Affairs Division will conduct the OPREP-3 SIR reporting procedures when serious incidents occur and the personnel involved are Reserve (Marine and other Service) Personnel involved in unit training aboard the Base.

c. The Commanding Officer, Security Battalion will conduct the OPREP-3 SIR reporting procedures when serious incidents occur and the Marine Corps personnel involved are not permanently or temporarily assigned to a Reporting Unit within the Command.

d. When notified of an event or incident, the CDO will accomplish the following:

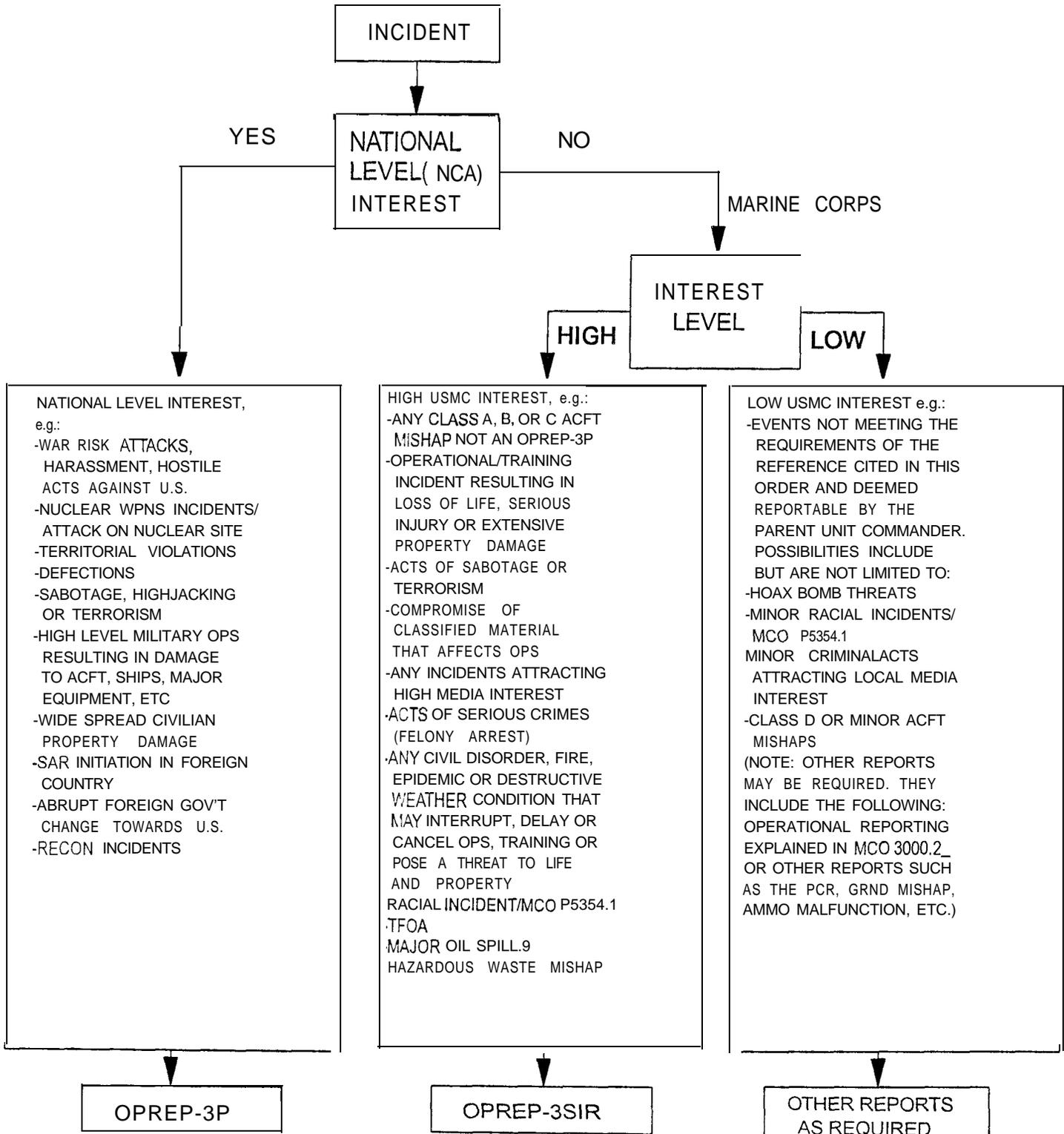
(1) Contact the Chief of Staff, MCB, to advise that an OPREP-3 SIR is being prepared.

(2) Ensure the Reporting Unit has made the initial telephonic report to the CMC, when required, within 15 minutes of being notified of the event or incident.


G. B. BROWN III
Chief of Staff

DISTRIBUTION: A

REPORTING DECISION FLOWCHART



OPREP-3 SIR REPORTABLE EVENTS

1. Any incident of a military or political nature, domestic or foreign, that involves individual Marine Corps personnel, units or installations not previously reported by other OPREP-3 reporting requirements, and may result in local or national official reaction or civilian media coverage.
2. An event/incident occurring on-duty resulting in death or disability of Marine Corps personnel or civilians; or resulting in \$200,000 or more in total property damage.
3. Any incident arising from a Marine Corps operation (includes training exercises) involving explosives, live-fire, or a combat chemical agent; on-base or off-base, resulting in death(s) or the hospitalization of individuals resulting in lost time, injury, or reportable property damage of \$200,000 or more.
4. An aircraft mishap resulting in death or extensive damage to military or civilian property (any class A, B, or C mishap).
5. Any serious crime (felony arrest) or incident that may result in domestic or foreign criminal jurisdiction over Marine Corps personnel and their dependents; or may arouse public or congressional interest.
6. Any incident of large scale civil disorder involving Marine Corps personnel, units, or installations.
7. An event/incident arising from acts of nature (destructive weather conditions, fires, earthquakes, etc.) that severely delays or cancels an operation or training evolution, or poses a serious threat to life and property.
8. Any incident resulting in loss or compromise of classified information that may compromise operational plans.
9. An act/incident of actual or suspected covert action against any Marine Corps unit or installation.

ENCLOSURE (2)

10. Anv Incident of an Epidemic

(a) The presumptive diagnosis of any disease that may require quarantine or the diagnosis of a disease of potential epidemic significance.

(b) The diagnosis of any disease so widespread among Marine Corps personnel that it portends an outbreak extensive enough to degrade mission accomplishment.

11. Racial/Ethnic Incident. Death or personal injury requiring hospitalization, property damages in excess of \$1,000, security/react force alerted, riotous/rebellious acts or overtly contemptuous acts by a group toward military authority, racist organization involvement identified or perceived, potential event may escalate affecting command racial/ethnic climate (refer to MCO P5354.1).

FORMAT FOR AN OPREP-3 SIR MESSAGE

1. General Instructions

(Classification determined by information in the report)

FROM:

TO: CMC WASHINGTON DC//POC//

INFO:

(CLASS)//N05740//

EXER/EXERCISE NAME/ADDITIONAL IDENTIFIER//

EXERCISE NAME: enter the exercise name

ADDITIONAL IDENTIFIER: enter the additional exercise identifier

(Do not use both EXER and OPER in the same message)

OPER/OPERATION NAME/PLAN ORIGINATOR/OPTION NAME/2D OPTION NAME//

OPERATION NAME: self explanatory

PLAN ORIGINATOR: plan originator and number

OPTION NAME: code name for operation within the operation plan

2D OPTION NAME: second code name for operation within the operation plan

MSGID, 'TITLE/UNIT/SERIAL #/MONTH/QUALIFIER/QUALIFIER SERIAL #//

TITLE: OPREP-3 SIR

UNIT: unit originating msg

SERIAL #: first incident reported each calendar year will be serial 001. Alphabetic suffix (e.g., 001A, 001B, etc.) will identify additional reports on the same incident. Reports of subsequent incidents will be serialized numerically (i.e: 002 through 999)

MONTH: first three letters of the month

QUALIFIER: if this is a first report this field is blank; if this msg provides additional information use AMP for amplifies or DEV for deviations from a previous **message**

QUALIFIER SERIAL: how many messages have been sent qualifying the basic message: the initial voice report does not count as a message to be amplified

REF/SERIAL LETTER/ORIGNIATOR/DTG/SERIAL #/SPECIAL NOTATION//

SERIAL LETTER: (USMTF message short title) or type of reference, i.e. DOC for document, TEL for telephonic notification, MSG for message)

ORIGINATOR: self explanatory

DTG: date time group

SERIAL NUMBER: Referenced msg

SPECIAL NOTATION: NOTAL or PASEP for references not sent to all message addressees, or to be passed separately

ENCLOSURE (3)

MCBO 5740.1A
1 Jul 97

NARR/: free text to explain references

FLAGWORD/PRIMARY FLAGWORD/SECONDARY FLAGWORD//
PRIMARY FLAGWORD: enter /-/
SECONDARY FLAGWORD: enter/SERIOUS INCIDENT REPORT//

TIMELOC/TDG/LOCATION/REPORT STATUS//
DTG: Zulu DTG of incident
LOCATION: location of incident or unit at time of incident
REPORT STATUS: enter, i.e., INIT(initial), FOLUP(followup),
CORR(correction), or FINAL(final report)//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/1. Summarize factual information concerning the incident. The extent of injuries to personnel and estimated dollar value of damages or loss will be included. Report the exact location using the name of the location or miles to the nearest identifiable landmark. Use map grid coordinates only when other means of identifying the location are impracticable, and then identify the map completely.

2. Point of Contact. Identify contact name, military rank, phone numbers, billet.

3. Personnel Involved

a. Suspect, victim, witness, sentry, driver, or other appropriate description.

(1) Grade or title.

(2) First name, middle initial, last name.

(3) SSN. (If civilians, indicate their status, i.e., dependent, etc., in place of SSN).

(4) Unit Organization or address.

(5) Race, Sex: **(e.g., Amer-Indian, female)**

Race options

Amer-Indian/Alaskan Native

Asian/Pacific Islander

Black

White

Unknown (Amplify race details as needed in the Msg Text)

(6) Status (i.e., hospitalized) and location of personnel involved.

b. Repeat paragraph 3a for additional suspects, victims, witnesses or other as necessary.

ENCLOSURE (3)

1 Jul 97

4. Designation of the organization or offices, military, and civilian conducting the investigation or point of contact for additional information.

5. Statement as to present or anticipated reaction of the civil populace to the incident. Include a statement that the Public Affairs Office has or has not been notified of this 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 this incident.

7. Further action being taken.

DECL/enter declassification or downgrading instructions//

ENCLOSURE (3)

EXAMPLE OPREP-3

UNCLASSIFIED

OAAUZYUW RULSMCA 002055-UUUU--
ZNR UUUU
0 020755Z JAN 96 ZYB PSN 659395M37
FM CG MCCDC QUANTICO VA//
TO CMC WASHINGTON DC//POC//
INFO CG MCCDC QUANTICO VA//SCBN//
YOUR COMMAND//
CMC WASHINGTON DC//SD//
BT
UNCLAS //N05740//
EXER//
OPER//
MSGID/OPREP-3 SIR/SCBN/002/JAN/-/0//
REF/A/DOC/MCO/961206/5740.2F/-//
REF/B/TEL/SCBN/02005Z JAN 96//
NARR/REF A IS THE USMC ORDER FOR SIR'S. REF B IS THE INITIAL VOICE
REPORT TO MCCC.
FLAGWORD /-/SERIOUS INCIDENT REPORT/
TIME LOC/020755Z JAN 96/I295/HANOVER CTY, VA/-//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/1. CPL GOOD WAS
TRAVELING NORTH ON 1295, 1.1 MILE SOUTH OF HIGHWAY U.S. 301. VEHICLE
WAS TRAVELING APPROXIMATELY 65 MILES AN HOUR WHEN THE MARINE
APPARENTLY FELL ASLEEP AND HIT A CONCRETE FIXED OBJECT HEAD ON.
DEATH APPARENTLY CAUSED BY MASSIVE HEAD TRAUMA. CPL GOOD WAS NOT
WEARING A SEAT BELT AT THE TIME, ALCOHOL INVOLVEMENT NOT SUSPECTED.
NEXT OF KIN HAS NOT BEEN NOTIFIED AT THIS TIME.
2. POC: REPORT A.A. DSN 216-4281/4582, XO SCTY BN
3. PERSONNEL INVOLVED
A. VICTIM
(1) CPL, USMC
(2) JOHN B. GOOD
(3) 000 00 0000

1 OF 2

UNCLASSIFIED

ENCLOSURE (4)

MCBO 5740.1A

1 Jul 97

UNCLASSIFIED

(4) SCTYBN, MCB, QUANTICO, VA

(5) WHITE, MALE

(6) STATUS: BODY LOCATED AT THE MEDICAL EXAMINER'S OFFICE, 9 NORTH 1
4TH ST, RICHMOND VA 23219 (555) 123-4567.

4. VA STATE POLICE CONDUCTING INVESTIGATION. POC: TROOPER MANN,
D.C., VA STATE HIGHWAY PATROL.

5. PAO NOTIFIED. MEDIA COVERAGE PROBABLE.

6. LOCAL INTELLIGENCE OFFICER HAS NOT BEEN NOTIFIED OF THIS
INCIDENT.

7. _____ BN DOING CASUALTY REPORT.//

BT

#0001

NNN

2 OF 2

UNCLASSIFIED

ENCLOSURE (4)

MCBO 5740.1A
1 Jul 97

REPORTING UNITS

HEADQUARTERS AND SERVICE BATTALION

SECURITY BATTALION

WEAPONS TRAINING BATTALION

THE BASIC SCHOOL

SUPPORT BATTALION, THE BASIC SCHOOL

OFFICER CANDIDATES SCHOOL

SPECIAL PURPOSE MARINE AIR-GROUND TASK FORCE

RESERVE AFFAIRS DIVISION

ENCLOSURE (5)