



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 3504.2A
COS

5 SEP 2018

DEPOT ORDER 3504.2A

From: Commanding General
To: Distribution List

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIR) AND
REPORTING PROCEDURES

Ref: (a) MCO 3040.4 (Casualty Reporting)
(b) MCO 3504.2A (Operations Event/Incident Reporting)
(c) MCO 1752.5B (SAPR)
(d) MCRCO 3000.1D (Commander's Critical Information
Requirements and Reporting Procedures)
(e) TECOM Mission Assurance (MA) Plan 2016

Encl: (1) MCRD PI/ERR CCIRs

1. Situation. To publish standard policy, procedures, and instructions for the Commanders and General Staff in the reporting of incidents within the Marine Corps Recruit Depot/Eastern Recruiting Region Parris Island, SC (MCRD PI/ERR). The CCIRs contained in enclosure (1) identify important and timely information requirements regarding our installation, the associated environment, and our dual-mission of recruiting and making Marines in order to facilitate timely decision making. The information contained in this policy will dictate how this information is to be appropriately routed via the Chain of Command and/or authority.

2. Cancellation. DepO 3502.2.

3. Mission. Effective immediately, MCRD PI/ERR adhere to the reporting instructions contained herein in order to facilitate timely communication of matters critical to our success and reporting to higher headquarter (HHQ). Reporting will be expeditious, guided by references (a) through (e).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To provide Commanders and staff with policy and procedures to quickly and accurately report critical events/incidents, take appropriate action regarding such, and provide follow-up information as required.

(b) Method. Telephonic/voice notification, electronic email, and message traffic. Additionally, the CCIRs contained in enclosure (1) will be integrated with those required as critical information requirements to the higher headquarters (HHQs) of Training and Education Command (TECOM) and Marine Corps Recruiting Command (MCRC).

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

(c) Endstate. The Commanding General (CG), MCRD PI/ERR and associated, subordinate Commanders and Staff are informed of critical events in order to build situational awareness and facilitate decision making at the tactical and operational levels of recruiting and recruit training.

(2) Concept of Operations. This order will be used in conjunction with references (a) through (e) to ensure compliance with established policy and procedure. Submission of a MCRD PI/ERR CCIR is not in lieu of reporting requirements contained within the references. MCRD PI/ERR reports will be made in addition to meeting the TECOM, MCRC, and Commandant's reporting requirements.

(a) Telephonic/Voice Report. In the event a Personnel Casualty Report (PCR) or an Operational Report - 3 Serious Incident Report (OPREP-3 SIR) is required, once mandatory initial voice reporting has been made by the unit point of contact to the Marine Corps Operations Center (MCOC), a voice report will be made to the CG, MCRD PI/ERR and/or the Chief of Staff (CoS), MCRD PI/ERR in one of two manners: 1) immediate notification, or 2) earliest available opportunity.

1. Immediate notification. As the title implies, these CCIRs require an immediate verbal notification to both the CG and CoS. This will be followed-up with a written summation of the event/incident in the format contained in paragraph 4.a.(2)(c) of this directive to be delivered/submitted within six (6) hours from the verbal notification.

2. Earliest available opportunity. During normal working hours, the CG and CoS, MCRD PI/ERR will be notified immediately in similar fashion to paragraph 4.a.(2)(a)1 above. For events/incidents occurring either after hours, on weekends, and/or over holiday periods, telephonic/voice notification is required to be made to the Depot Command Duty Officer at (843) 321-6046 (primary)/(843) 228-3712 (secondary). NOTE: CARE MUST BE TAKEN NOT TO IDENTIFY SPECIFIC NAMES OF ALLEGED VICTIM IN CASES OF SEXUAL ASSAULT WHEN NOTIFYING CDO; USE RANK ONLY FOR THE MATTER. Telephonic/voice reporting will be followed-up with a written summation of the event/incident in the format contained in paragraph 4.a.(2)(c) of this directive to be delivered/submitted with 12 hours from the verbal notification to the CG, CoS, and CDO. After hours notification to the CDO, MCRD PI/ERR does not preclude Commanders from informing CG, MCRD PI/ERR directly should matters warrant such reporting.

(b) Written Report. Once the required PCR or OPREP-3 SIR has been generated, commands will submit the report in accordance with the references to the MCOC. At a minimum, the CoS, AC/S G-3, and Staff Secretary (SSEC), MCRD PI/ERR will receive an electronic copy of the submitted PCR and/or OPREP-3.

(c) Five (5) Ws and Additional Reporting (5Ws & A). The following are required elements in all cases requiring email follow-up to CG and CoS when CCIRs are triggered (email subject line will include CCIR#).

1. WHO: Rank, LName, FName, MI, unit (i.e. Plt 1234, Series, Company, RTBn; RSS, RS, Marine Corps District [MCD]; or Sect, Company, Battalion)

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2. WHAT: CCIR #, Specific incident (i.e. Sexual Assault, Death of Poolee, Suicide Attempt, etc.) Please caveat with "actual" or "alleged" for context (as applicable).

3. WHERE: Specific location (i.e. barracks #123, MCRD PI; Residence - Apt 1234, Marine St, Beaufort, SC 29907; RSS, RS, #MCD).

4. WHEN: 24 hour time, YYYYMMDD.

5. WHY: Specific description/narrative of the event.

6. ADDITIONAL: Amplifying information to the specific event/incident (impacts to individual, unit, MCRD PI/ERR; training to be affected; outage duration; past history; "get well plan"; services rendered; additional notifications made. OPREP-3/PCR status; recommended HHQ actions, etc.)

b. Tasks

(1) Chief of Staff

(a) Maintain staff cognizance over this order.

(b) Coordinate appropriate staff actions related to the event/incident reported.

(2) General Staff. The General Staff will provide information to the CG, MCRD PI/ERR as applicable to their specific, functional areas in accordance to the references, this order, and IAW enclosure (1).

(3) Commanders. Commanders at every level will provide information to the CG, MCRD PI/ERR via their chain of command IAW the references, this order, and enclosure (1).

5. Administration and Logistics

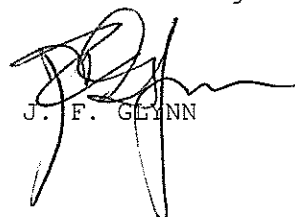
a. The CoS, MCRD PI/ERR is the advocate for this order.

b. Recommendations for changes or modifications to this order will be provided to the CoS, MCRD PI/ERR. The G-1, MCRD PI/ERR will staff this order to the appropriate subordinate commands and staff sections for consideration and will implement any approved changes or revisions. Approval for changes resides with the CoS, MCRD PI/ERR.

6. Command and Signal

a. Command. This order is applicable to all Marine, Sailors, and civilians.

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


J. F. GLYNN

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Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island, SC
Commander's Critical Information Requirements

Immediate Notification by Phone (Email "5Ws & A" w/in six [6] hours)

1. Loss of life or serious/very serious injury/illness (SI/VSI) determination associated with requirement for PCR submission.
2. Serious training accident/incident and/or work related serious accident or injury that could result in loss of life or limb (i.e. "RED DOG" Response [pool]; "RED BLANKET" Response [rifle range]; negligent discharge of a weapon).
3. Missing and/or UA Marine/Sailor and Recruit (> 24 hours).
4. Class "A" & "B" Mishaps (damages to DoD/non-DoD property in the amount of \$500K or more, perm/partial disability, or 3+ patients hospitalized as in-patients from same mishap).
5. Any missing/lost weapon or controlled ordnance item.
6. Internal or external attacks, suspected attacks, imminent threat of attacks, or immediate or forecasted natural disasters within 48 hours.
7. HHQ threat level changes or incidents/threats that trigger a HHQ CCIR/SIR reporting requirement (not otherwise noted on this enclosure).
8. Impending recruiting mission failure: District/Recruiting Station/Officer Selection Office/Prior Service Recruiting
9. Unrestricted Sexual Assault Report.



Notification at Earliest Opportunity (Email "5Ws & A" w/in 12 hours)

10. Officer or SNCO Misconduct (exclusive of RTO and/or MCRC's "Enlisted Processing Manual" or "Guidebook for Recruiters" violations, normally captured in #14, below).
11. Suicide Attempt/Suicidal Ideation (active duty Marine/Sailor and Recruit only).
12. Violations of MCO 5354.1E "Prohibited Activities and Conduct (PAC) Prevention and Response Policy" (i.e. sexual harassment, hazing, bullying, ostracism, retaliation, unlawful discrimination, etc.).
13. Lost/compromised classified material or significant Personally Identifiable Information (PII).
14. Recruiter/Drill Instructor malpractice/misconduct.
15. Incident likely to result in adverse media coverage.
16. Arrest of MCRDPI/ERR Marine or Sailor by civilian authorities.
17. Non-routine General, Flag Officer or Congressional communication.
18. Potential for and/or loss of critical installation infrastructure capability > 24 hours that negatively impacts mission accomplishment. Critical examples include but are not limited to:
 - a. Electrical power outage.
 - b. Water/Sewer/Steam outages.
 - c. Blocked MSRs.
 - d. Laundry Services offline.
 - e. Computer network disruption/failure.
 - f. Loss of any MCRDPI organization's 9-1-1 capability.
 - g. Loss of power/connectivity to E-LMR radio tower.
 - h. "Combat Tank" facility change in status.
 - i. Inability of bussing support to transport recruits from APOE (Savannah/Hilton Head International Airport) to MCRDPI.
 - j. HAZMAT release or spill, including wastewater, where release poses a potential risk to public health or environment.
19. Significant, unresolved barracks issue that impacts quality of life or health of Marines/Sailors (i.e. HVAC outage > 24 hours).
20. Significant/destructive weather potential and/or impacts to recruiting/recruit training missions.

Commander's Discretion – when in doubt, REPORT.

JAMES F. GLYNN
Brigadier General, U. S. Marine Corps
Commanding General
Marine Corps Recruit Depot/Eastern Recruiting Region
Parris Island, South Carolina