



**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 1601.1D  
CXS

12 JUN 2014

DEPOT ORDER 1601.1D

From: Commanding General  
To: Distribution List

Subj: INTERIOR GUARD STANDARD OPERATING PRODECURES (SOP)

Ref: (a) Manual for Court-Martial, 2012 Edition  
(b) MCO 5500.6H Arming of Law Enforcement and Security personnel and the use of force  
(c) MCO 1752.5A Sexual Assault  
(d) MCO 5530.15 U.S. Marine Corps Interior Guard Manual  
(e) Depot Order P1513.6d, Recruit Training Order (RTO)  
(f) Depot Order 1640.11 (SOP for NAVCONBRIG)  
(g) Depot Order P3302.1b (Anti-Terrorism/Force protection Plan)  
(h) Depot Order P5530.2A (Physical Security Plan)  
(i) Depot Order 3504.2\_ (Event/Incident Report)  
(j) Operations Event/Incident Report (OPREP-3) Reporting

Encl: (1) Task Organization of the Interior Guard  
(2) CDO/OOD/ADSNCO Procedures  
(3) Special Orders  
(4) Standard Operating Procedures for the duty Chaplain  
(5) Armory Procedures for CDO/OOD  
(6) Clearing Barrel Procedures  
(7) Logbook Procedures  
(8) Post and Relief Procedures  
(9) Interior Guard Procedures  
(10) Use Deadly of Force Statement of Understanding  
(11) Military Suspects Acknowledgement and Waiver of Rights  
(12) Bomb Threat Checklist  
(13) Red Cross Message  
(14) PCR/OPREP-3SAR Determination Matrix  
(15) Format for Initial OPREP-3SIR Telephonic Report to Commandant of the Marine Corps (CMC)

1. Situation. This order provides policy for the conduct of duty and guard personnel in the Depot's areas of responsibility in accordance with references (a) through (j).

a. Punitive Effect. Violations of the provisions of this SOP are punishable as violations of Article 92 of the Uniform Code of Military Justice (UCMJ).

b. Organization. Task organization and chain of command is provided in enclosure (1).

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2. Mission. Command Duty Officer (CDO), Assistant Duty Staff Noncommissioned Officer (ADNCO), Regimental Officer of the Day (ROOD), Recruit Training Battalion Officer of the Day (RTBnOOD), Duty Staff Noncommissioned Officers (DSNCO), Duty Noncommissioned Officers (DNCO) and sentries aboard Marine Corps Recruit Depot Parris Island, South Carolina (MCRD PISC) will execute their assigned duties in accordance with the procedures published here in order to: preserve accountability, good order, and discipline among the depot, enforce regulations, and ensure the issues within MCRD PISC areas and facilities are identified, reported, and resolved in accordance with appropriate regulations and the Commanding General's (CG) intent.

3. Execution

a. Commanders Intent

(1) Regardless of billet or location, we as Marines are always responsible for ensuring strict account of our personnel and equipment, maintaining good order and discipline, and keeping our areas in a high state of police. At MCRD PISC we must not only uphold this responsibility, but must also teach it to our entry level recruits. We will accomplish this by the outstanding example of our Officers, Staff Non-Commissioned Officers (SNCO) and Non-Commissioned Officers (NCO), ensuring that MCRD PISC maintains an attentive, proactive guard force. Endstate: unauthorized personnel deterred from interfering with the Depot's training operations, and all spaces are free of hazards and in a good state of police.

(2) Personnel assigned to the interior guard will be guided in their duties by this order and the current enclosures contained within. All matters not covered by specific instructions will be referred to the Assistant Chief of Staff (A/CS) G-3 and the Depot Sergeant Major.

b. Scheme of Maneuver. The Depot interior guard will consist of Command Duty Officer (CDO), Assistant Duty Staff Noncommissioned Officer (ADSNCO), ROOD, RTBnOOD, Headquarters and Service Battalion Officers of the Day (HSQVBnOOD), Weapons and Field Training Battalion Officer of the Day (WFTBnOOD), Duty Staff Noncommissioned Officers (DSNCO), Barracks Duty Noncommissioned Officers (DNCO) and Barracks Sentries. The CDO is the CG direct representative and has the overall responsibility for everything that happens or fails to happen on the Depot; all posts are accountable to the CDO and their respective OOD's. All interior guard personnel will be especially vigilant during the conduct of their assigned duties in order to meet the CG's desired endstate.

c. Tasks. The responsibilities of MCRD PISC staff and permanent personnel assigned to the interior guard are delineated as follows.

(1) Chief of Staff

- (a) Supervise the compliance of this SOP.
- (b) Post and relieve the CDO.
- (c) Provide any additional and special instructions to the CDO as required.
- (d) Provide a government cellular phone for the CDO to use.

logbook. (e) Provide an 8½ x 11 government logbook for use as the CDO

(f) Review all CDO logbook entries.

(g) Maintain a secure storage space for closed CDO logbooks.

(2) Depot Sergeant Major

(a) Supervise the compliance of this SOP.

(b) Post and relieve the ADSNCO.

(c) Provide any additional and special instructions to the ADSNCO as required.

(3) Staff Secretary

(a) During normal working hours, maintain control of the CDO logbook, cellphone, and other items associated with the post of CDO.

(b) Post and relieve CDOs in the absence of the C/S.

(c) Review the CDO binder monthly and coordinate with the G-3 for updates.

(d) Inform CDOs if message traffic is received that necessitates the half-staffing of national colors.

(e) Post current copies of the duty personnel rosters for HQSVCBn, RTR, WFTBn, and the Depot Duty Chaplain in the CDO binder.

(f) Ensure a current copy of the department or section recall roster is posted in the CDO recall binder.

(g) Review the CDO orders, duty roster, and recall binders for currency at least monthly and ensure staff sections provide updated recall rosters to you quarterly.

(3) Assistant Chief of Staff, Special Staff, Staff Secretary, and CG's Aide-de-Camp

(a) Provide department or section recall rosters to the Staff Secretary quarterly.

(b) Annotate personnel who actually work in the CG's building.

(c) Provide updated rosters as changes occur, or at the Staff Secretary Request.

(4) Assistant Chief of Staff G-3

(a) Provide the CDO/ADSNCO with the keys to the G-3 vehicle no later than 1600 each normal workday. The G-3 vehicle keys may be retrieved from the CDO prior to 0730 each normal workday. If the vehicle will be unavailable for the CDO's use from 1600 until 0730 on normal workdays, or at any time during weekends and holidays, inform the Staff Secretary so alternate transportation may be arranged.

(b) Maintain close coordination with the Staff Secretary to ensure changes and/or updates are affected in a timely manner.

(c) Coordinate with the AC/S G-1 and Staff Secretary to schedule and hold training evolutions for first time duty standers and when necessary, refresher training in accordance with enclosure (2).

(5) Assistant Chief of Staff G-1. No later than the 20th of each month, publish a Depot bulletin announcing CDO and ADSNCO assignments for the following month.

(6) Assistant Chief of Staff, Religious Ministries

(a) Provide any necessary updates to enclosure (3) of this order.

(b) Publish a duty chaplain roster, and provide a copy to the Depot Adjutant no later than the 15th day of the month preceding the month for which the roster is effective.

(7) Commanding Officers, Headquarters and Service Battalion (HQSVCBn), Recruit Training Regiment (RTR), and Weapons Field Training Battalion (WFTBn)

(a) Publish a separate Regimental/Battalion order defining procedures, tasks, and coordinated instructions for OOD/DSNCO/DNCO/Sentry.

(b) Appoint an Officer of the Day (OOD) for your organizations and publish necessary orders to guide them in the execution of their duties and responsibilities.

(c) Publish and provide the Depot Adjutant a copy of your organizational duty roster. Ensure the copy arrives at this headquarters no later than the last working day of the month preceding the month for which the roster is effective.

(d) Address the requirements of the current edition of reference (d), in your organizational duty personnel orders.

(e) Between 1600 and 1700 each normal working day and no later than 0830 each Saturday, Sunday and holiday, ensure OODs telephonically notify the Depot CDO of their posting.

(f) Assign and publish a Barracks Duty Roster no later than the 20th of the month preceding the month for which the roster is effective. The Barracks Duty will consist of (2) NCO's as the DNCO and ADNCO and each deck will also have a sentry.

d. Coordinating Instruction

(1) Tour of Duty

(a) During normal workdays the C/S will post the CDO at 1600 and relieve the CDO at 0730 the following morning. On weekends and holidays, the off-going and oncoming CDOs will conduct an informal turnover, immediately following morning colors; if necessary the C/S will contact the oncoming CDO to pass special instructions.

(b) During normal workdays the Depot SgtMaj will post the ADSNCO at 1600 and relieve the ADSNCO at 0730 the following morning. On weekends and holidays, the off-going and oncoming ADSNCOs will conduct an informal turnover, immediately following morning colors; if necessary the Depot SgtMaj will contact the oncoming ADSNCO to pass special instructions.

(c) During normal workdays the major subordinate commands will post their OODs at 1630 and relieve the OODs at 0800 the following morning. On weekends and holidays, the off-going and oncoming OODs will conduct an informal turnover, immediately following the turnover they will contact the CDO for any special instructions.

(d) The ADSNCOs will coordinate with the major subordinate commands' OOD for conducting guard mount for all DNCOs and sentries. Normally this will be done at 0800 each morning for DNCOs.

(e) OOD/DSNCO/DNCO will post at their organizations except when duties require the OOD/DSNCO/DNCO presence elsewhere.

(f) The OOD/DSNCO posts are armed posts, the DNCO and Sentries are not.

(g) The OOD/ADSNCO posts are sleeping posts. However, either the OOD or ADSNCO will be awake throughout the period posted. They must remain vigilant, and are expected to regularly inspect and correct DNCOs and sentries, arriving at unsuspected times to ensure Marines remain alert and conduct themselves professionally at all times.

(h) Each barracks will have (2) NCOs on duty at all times. The DNCOs are authorized to sleep during their tour of duty; however, they will follow a rotation that ensures at least (1) DNCO is awake and inspecting the battalion area of responsibility at all times, during their tour of duty.

(i) Each barracks will have Sentries post on each deck touring at all times. The Sentries are authorized to sleep during their tour of duty; however, they will follow a rotation, supervised by the DNCO, to ensure that at least (1) Sentry is awake per deck, touring the battalion area of responsibility at all times.

(j) All duties need to focus on the security, cleanliness, and the state of police of the barracks that they are in charge of. Touring the interior and exterior of their area of responsibility is paramount in the success of maintaining good order and discipline.

(2) Uniform of the day. The uniform of the day for all posts will be the seasonal service uniform (service charlies/bravos) with name tag, ribbons, barracks cover, and an arm brassard. The duties will wear this uniform at all times when posted.

(a) The CDO/OOD/ADSNCOs will be armed with a service pistol and will carry an armory issued pistol holster, OD green duty belt, (1) M-9 service pistol in condition 3, (1) issued magazine pouch, and (2) issued magazines, each loaded with (15) rounds of government issued 9mm ammunition enclosure (4).

(b) Ensure proper logbook entries are made by the off-going and oncoming duties documenting all serialized gear, SL-3 gear, keys, and all other gear and equipment the duties are responsible for during their tour of duty.

(c) When turning over pistols, either between CDOs, OODs, ADSNCOs conduct turnover on weekends or holidays, the oncoming and off-going duties will use the clearing barrels and follow the procedures listed in enclosure (5).

4. Administration and Logistics. The sponsor of this order is the AC/S G-3.

5. Command and Signal

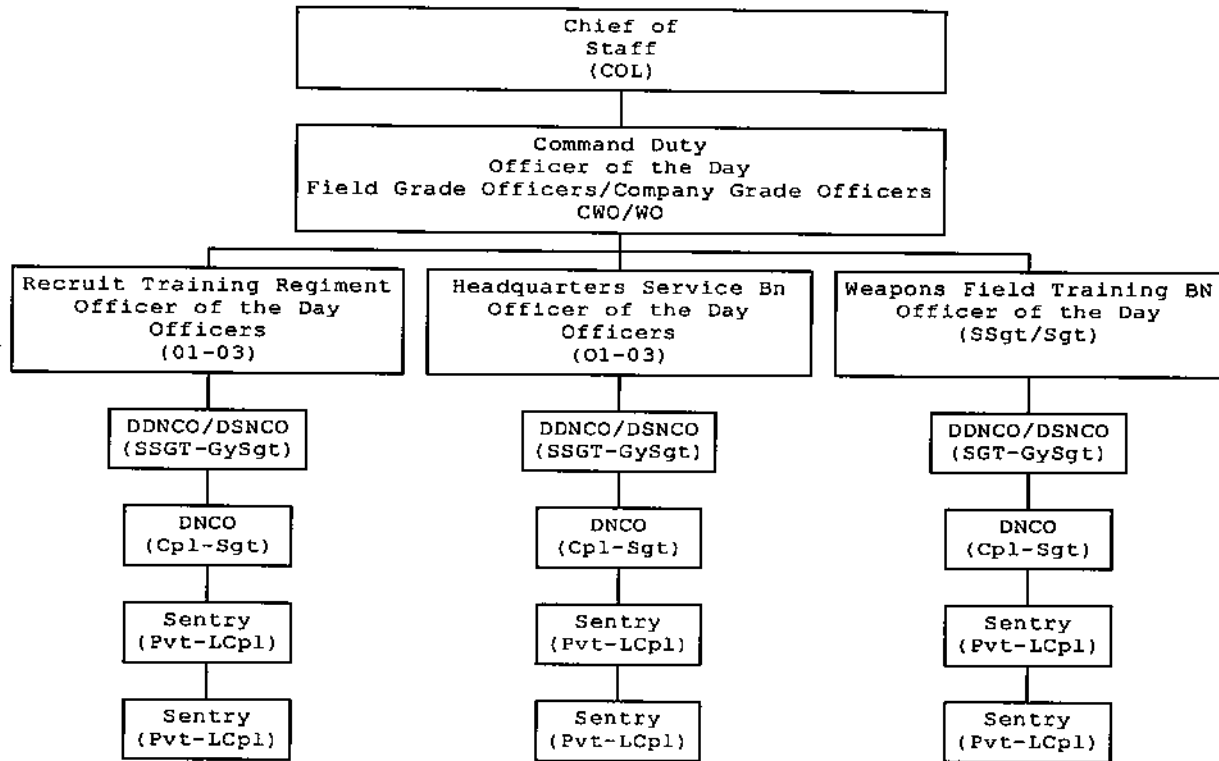
(a) Command. This order is applicable to Marine Corps Recruit Depot, Parris Island.

(b) This order is effective the date signed.

  
L. E. REYNOLDS

DISTRIBUTION: A

# Marine Corps Recruit Depot Parris Island Interior Guard



Enclosure (1)

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COMMAND DUTY OFFICER (CDO), OFFICER OF THE DAY (OOD), and ASSISTANT DUTY  
STAFF NONCOMMISSIONED OFFICER (ADSNCO) PROCEDURES

1. Read, understand, and comply with the provisions of this order in its entirety. Be fully knowledgeable of all enclosures.
2. Contact the Staff Secretary for instructions pertaining to the duties and responsibilities of the CDO and ADSNCO before standing duty for the first time. The G-3 Emergency Operations Center (EOC) will conduct EOC specific training for duty standers on their first day of duty.
3. The CDO is the CG's direct representative. As CDO you are authorized to take immediate action to enforce the CG's orders and policies and to maintain good order and discipline aboard the Depot. However, to a degree you will exercise this authority through organizational OOD's and the Military Police Watch Commander.
4. The CDO will ensure that proper logbook entries are made, documenting all serialized gear, SL-3 gear, ammunition (security rounds), and keys, and all other property the CDO is responsible for during their tour of duty. Also, the CDO and ADSNCO will ensure all subordinate duties have properly documented their serialized gear, SL-3 gear, ammunition (security rounds), and keys, and all other property they are responsible for during their tour of duty.
5. The CDO will tour RTR, to include all four training battalions, receiving barracks, and WFTBn recruit billeting areas twice during their tour of duty.
6. The CDO tour of duty is 24 hours. On normal working days, following morning colors, you will execute your normal responsibilities until 1600. The CDO is not permitted to work out of his/her normal office space after 1600 on normal workdays, or at any time on Saturday, Sunday, or holidays.
7. CDOs who are scheduled for weekday duties will report to the C/S at 0730. The ADSNCOs who are scheduled for weekday duties will report to the Depot SgtMaj at 0730.
8. CDOs who are scheduled for weekend and holiday duties will report to the C/S at 0730 on the last workday prior to standing duty (usually Friday unless there is a holiday). The ADSNCOs who are scheduled for weekend and holiday duties will report to the Depot Sergeant Major at 0730 on the last workday prior to standing duty (usually Friday unless there is a holiday).
9. The CDO post limits are the boundaries of MCRD PISC.
10. The CDO office is room 300 in the EOC (Building 144). The intent is for the CDO/ADSNCO to be in the EOC at all times. However, situations will occur that make it impossible (e.g. if the CDO is touring the area, etc.). When both the CDO and the ADSNCO are away from the EOC, the land line phone (228-3712) must be forwarded to the CDO's cell phone. The EOC is never to be left unattended and unsecured.

Enclosure (2)



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11. After posting for duty as CDO, you are the CG representative aboard the Depot. As such, you are not allowed to change into physical training attire, civilian attire, etc.
12. Except for unforeseen emergencies relating to CDO responsibilities, you are not authorized to depart the Depot during your tour of duty without prior approval from the C/S.
13. The CDO/ADSNCO post is a sleeping post. However, either the CDO or ADSNCO will be awake throughout the period posted.

Enclosure (2)

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SPECIAL INSTRUCTIONS(1) Use of Deadly Force

(a) Deadly force is defined as that force which a person uses causing, or that he/she knows or should know would create a substantial risk of causing death or serious bodily harm. Deadly force is to be used only when all lesser means have failed or cannot reasonably be employed.

(b) All staff members involved in the interior guard will be thoroughly familiar with reference (b).

(c) All personnel standing CDO/OOD/ADSNCO/DNCOs will have a current signed copy of enclosure (10) and will be currently qualified with the assigned weapon.

(2) Apprehension, Confinement, Searches

(a) All Commissioned Officers, Chief Warrant Officers, Warrant Officers, Staff Noncommissioned Officers, Noncommissioned Officers, Petty Officers and Military Policemen are authorized to apprehend other members of the armed forces when they have reasonable grounds to believe that an offense under the UCMJ has been or is being committed. Reports of such apprehension will be made to the suspect's Commanding Officer.

(b) Ensure the suspect has been read his/her article 31 rights, log the event, and complete enclosure (11).

(c) Confinement and release of prisoners to and from the U.S. Naval Consolidated Brig in Charleston, SC will be conducted in accordance with the current version of reference (e). No person in this command will be ordered in to confinement except by the Commanding General, Chief of Staff or by the Commanding Officers (06 Commanders) of HQSVCBn, RTR, WFTBn. This includes returned deserters who were a member of this command at the time their unauthorized absence began.

(d) Holding Cell. There are two holding cells located within the Depot Provost Marshal's Office (PMO) facility. These cells are used for short-term detention, defined to mean no more than 24 hours during a week, not more than 72 hours over a weekend, and not more than an additional 24 hours over an official holiday weekend. Detention in excess of 24 hours is authorized only with approval, in each instance, of the C/S or CG, or his/her designated representatives. Additionally, a confinement order from the individual's commander is required. Pre-trial or post-trial personnel may be confined in a holding cell for more than 72 hours.

(e) Detention of Officers and Staff Noncommissioned Officers. If the military police notify you that they have detained a Commissioned Officer, Chief Warrant Officer, Warrant Officer, or Staff Noncommissioned Officer for other than simple traffic violations, you will report to the scene and identify yourself to the detained person as the Depot CDO. You will assist PMO as required. Such an event will be logged and the C/S will be notified.

Enclosure (3)

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(3) Bomb Threats. All bomb threats and terrorist-related incidents must be considered serious and are to be reported to PMO immediately. Record information, concerning the bomb threat on the FBI bomb data programs bomb threat call checklist enclosure (12). Then dial ext. 238-3444 or 911 to notify PMO (note: if dialing 911 from a cell phone the call is answered by Beaufort County. You must first state you are calling from Parris Island so they can connect you to Parris Island dispatch). Provide whatever assistance PMO needs to safely handle the situation and ensure the safety of personnel. More details and guidance are contained in the current version of reference (g) and reference (h). Copies of these orders are in the CDC duty binder.

(4) Barracks Firewatch Procedures. The purpose of guard mount is to maintain a consistent, professional guard force that fully understands the intent and scope of the interior guard. Additionally, it provides an opportunity to resolve any issues and or pass special instructions to the guard mount that will be conducted in accordance with enclosure (8).

(5) Duty Huts/Duty Rooms. All electronics will be removed from duty huts (TV's, computers [government/personal] personal cell phones, IPADS, IPODS, E-Readers, ect.). Also, the only reading material allowed in the duty hut, are guard orders and the Commandant of the Marine Corps newest required reading MCWP 6-11 Leading Marines and MCRP 6-11D Sustaining the Transformation.

(a) The Duty NCO will be placed where all foot traffic can be monitored during non-working hours. All duties will maintain a duty log and visitor log, ensuring all visitors are properly logged in and escorted (as required). These items will be inspected by the OOD and SDNCO in accordance with enclosure (7).

(b) Residents may entertain visitors in their room and lounge areas between 1000 and 2200 Sunday-Thursday and between 1000 until 0000 (midnight) on Friday and Saturday nights and on days preceding holidays. The DNCO will advise residents in violation of this policy that visitors must leave.

(c) The maximum number of guests, in a room at one time is three. Each nonresident visitor will be required to surrender photo identification to the DNCO upon their arrival at the Bachelors Enlisted Quarters (BEQ); the identification will be returned to the nonresident visitor upon their departure. Nonresident visitors who are either unable or unwilling to surrender photo identification will be denied access to the BEQ. No one under the age of 18 may visit the BEQ unless a member of their immediate family or legal guardian accompanies them. Finally, any nonresidential visitor who appears to be under the influence of alcohol or drugs will not be allowed into any room as a guest.

(d) Residents will be required to sign their nonresident guest(s) both in and out with the DNCO. Nonresident visitors are required to log in and out with the DNCO during nonworking hours. Residents will ensure that drapes are drawn so as to allow for complete viewing of the interior of the room from the walkway whenever guests are present in the room.

Enclosure (3)

(6) Destructive Weather Conditions. Parris Island is located in an area frequently visited by severe weather conditions. In particular, Beaufort County is often the site of severe thunderstorms accompanied by considerable lightning strikes. These lightning strikes pose a real threat to Marines, civilians, and property.

(a) Mass Notification System (MNS). Marines, civilians and visitors aboard the Depot need to be warned and informed of what actions to take during severe weather conditions and emergencies. Telephone and electronic mail messages are inadequate for rapid dissemination of warnings and information. The MNS provides a rapid way of notifying all personnel aboard the Depot in case of destructive weather or emergent requirements for rapid dissemination of information aboard the Depot. To understand how to properly activate and deactivate the MNS, the CDO needs to ensure he/she reads the MNS procedures binder located in the SOC and receives a brief by EOC personnel.

(b) When the MCAS Cherry Point or Beaufort weather station calls with a notification of a tornado warning or lightning within five miles of Parris Island, the CDO is required to immediately activate the appropriate MNS announcement and follow the procedures outlined in the Depot MNS procedures. The CDO will also notify the following organizations:

1. RTR ext. 3273/2712 cell: (843)312-6048
2. WFTB ext. 3170 cell: (843)321-6065
3. HQSVCBn ext. 3318 cell: (843)321-6248
4. PMO ext. 3444
5. 6MCD ext. 3027/3067/2842  
cell: (843)298-1925
6. Motor Transportation Dispatcher ext. 2222

(7) Key Control

(a) CDO/OOD/ADSNCO/DNCOs will maintain a key logbook and ensure all locks on exterior hatches are functional and CDO/OOD has master keys to secure all external hatches during nonworking hours. Ensure that work requests are submitted for all maintenance issues in a timely manner with organizational S-4.

(b) The ADSNCO will maintain an electronic grand master key for building 154, with a key ring, which he/she will receive from the Staff Secretary. The ADSNCO will annotate in the key logbook that he/she is in possession of the master key and key ring.

(c) The CDO will receive keys to the G-3 vehicle upon posting in the EOC. These keys are to remain in the EOC at all times except when being utilized by the CDO. These vehicle keys are not to be turned into the Staff Secretary or G-1 but will be handed to EOC personnel at the completion of the CDO's tour. An annotation will be made in the Key logbook and CDO logbook that he/she is in possession of the G-3 vehicle keys.

Enclosure (3)

(8) Casualty Evacuation (CASEVAC) Procedures. The OOD will personally supervise any CASEVAC conducted within their organization. After normal working hours, the OOD will be considered the senior Marine present for the purpose of responsibility and reports required.

(9) Red Cross Messages

(a) When the American Red Cross (ARC) contacts the CDO with a Red Cross message, ensure you log the time that you were contacted. Include name of the Marine/recruit, grade, EDIPI, unit, Red Cross case number, and a brief summary, per enclosure (13). Determine which of the three major subordinate commands the Marine/recruit belongs to and refer the ARC representative to the command's OOD. If you are unable to transfer the ARC representative to the subordinate commands OOD, take down the entire Red Cross message and pass it along to the subordinate OOD. Once the message is passed to the service member requiring notification, direct the subordinate OOD to contact you and the ARC representative for confirmation. Log all appropriate information to include the confirmation event, as well as the name and billet to whom you passed the message. During normal working hours the local ARC office can be reached by dialing extension 228-4680. When no one is in the office, service members with emergency should continue to call the ARC's toll free emergency communications number at 1-877-272-7337. For non-emergency questions, they should dial 1-843-757-7437. The Duty Chaplain should be notified for all emergency communications received from the ARC. Ensure that you receive and record verification of the message delivered to the Subordinate command and notification to the Red Cross that the message has been delivered.

(10) Death, Serious Injury, and Serious Illness Involving Depot personnel

(a) The CDO is not responsible for releasing a Personnel Casualty Report (PCR) or Serious Incident Report (OPREP-3SIR). If a member of this command incurs death, serious injury, or serious illness, follow the specific instruction in the current editions of reference (i) and reference (j), located in the casualty procedures section of the CDO binder.

(b) When a report of death, serious injury, or serious illness is received, immediately consult enclosure (14), in order to determine whether the situation warrants the submission of a PCR and/or an OPREP-3SIR Naval Message to higher headquarters. Enclosure (14) has been provided as guidance in determining what constitutes a reportable incident. Note: Commanders are responsible for the submission of all PCR's via DCIPS Forward, while the AC/S G-3 is responsible for the submission of all OPREP-3SIRS. If, after having consulted enclosure (14), you have determined that the incident may be reportable as an OPREP-3SIR, immediately notify the AC/S G-3 and follow instructions contained in the current version of reference (h).

(c) Once the CDO has consulted enclosure (14), the following people will be notified by phone, in the order indicated. However, if any of the parties indicated cannot be reached on the first call, move on to the next person in order then continue working through the list until everyone has been notified. Logbook entries are required for each individual called and/or contacted.

Enclosure (3)

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1. C/S. The C/S is responsible for notifying the CG; therefore, if the C/S cannot be reached, make the notification directly to the CG.

2. Organizational Commander and OOD of the person involved, i.e., CO HQSVCBn; CO RTR; CO WFTBn or Director, Branch Clinic-medical, Director, Branch Clinic Dental.

3. Duty Chaplain.

4. Depot Adjutant or the Depot Adjutant Chief.

5. AC/S G-3 if after consulting enclosure (13) it is determined that an OPREP-3 may be required.

6. Staff Judge Advocate (SJA).

7. Public Affairs Officer (PAO).

8. Provost Marshal (PM).

9. Depot Sergeant Major.

(d) Log as much of the following information as you can reasonably obtain.

1. Rank, name, EDIPI, and unit of the person killed or injured. Include the platoon number when a recruit is involved.

2. Type, and/or nature of the accident, injury, or illness.

3. General information such as who, what, when, where, how, and all other available information regarding the circumstances of the matter.

4. Current location of the deceased, injured or ill person.

5. Names of other people involved, if applicable, to include any known witnesses.

6. Whether or not the matter is under investigation and by who or what state or federal agency.

(11) Notification of Recruits Next of Kin. Notification of a recruit's NOK in life-threatening situations only will be made, and by the recruit's immediate chain of command. Notification of a recruit's hospitalization does not require authorization from this headquarters but should be made between the hours of 0800 and 2100. Advise subordinate commands of these policies as appropriate.

Enclosure (3)

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(12) Serious Incident Reporting via OPREP-3SIR Naval Message. The CG is responsible for the prompt reporting of serious incidents to the CMC via the Marine Corps Operations Center (MCOC). When, after normal working hours, a report of serious incident is received, immediately consult enclosure (14) to determine whether the situation warrants the submission of a PCR and/or an OPREP-3SIR Naval Message to higher headquarters. Enclosure (14) is provided as guidance in determining what constitutes a reportable incident. Note: Commanders are responsible for the submission of OPREP-3SIRS. If after consulting enclosure (14) you determine the incident could be reportable as an OPREP 3-SIR.

(a) Contact the AC/S G-3.

(b) Gather the following information in order to formulate the initial telephonic report to MCOC enclosure (14).

1. Date and time of incident.

2. Exact location using the name of the location or miles to the nearest identifiable landmark.

3. Unit/installation/personnel involved.

4. General description of the event or incident.

(c) Direct the reporting unit to submit an OPREP3-SIR per reference (h).

Enclosure (3)

## STANDARD OPERATING PROCEDURE FOR THE DUTY CHAPLAIN

1. The Deputy Director, AC/S Religious Ministries will publish a monthly watch bill, which will be provided to all MCRD PISC chaplains, the Naval Hospital, Staff Secretary, Depot Adjutant, and all Battalion OODs. All changes and duty swaps made after the watch bill has been published will be approved by the Deputy Director and annotated by the chaplain initiating the swap on the watch bill posted at the Religious Ministries Center (RMC).
2. The duty chaplains watch is set at 1630 weekdays and continues through 0730 the following day. On weekends the watch runs from 1630 Friday and ends at 0730 on Monday. On holidays the watch is continued from the previous duty day and ends at 0730 the day following the holiday. The duty Chaplains kit will be dropped off and picked up by the off going and oncoming chaplain at the RMC, building 854, no later than 0730, unless otherwise approved by the Chaplain Senior Watch Officer (CSWO).
3. The duty Chaplain will be available by duty cell phone, number 321-6285, to all MCRD PISC based commands for emergencies and consultation on individual problems. The duty chaplain will contact the CDO at 1630 and inform the CDO that the watch has been set. Duty normally runs from 1630 to 0730 on weekdays and all day on weekends and holidays. When responding to a call, the duty chaplain will wear the appropriate uniform of the day. The duty chaplain shall keep the CDO informed of any changes in telephone contact.
4. If called, the chaplain will respond to the number listed on the cell phone. Action may be handled by phone or in person. The duty chaplain bears the responsibility from assessing the spiritual needs of the patient, family, of staff, and making appropriate referrals. However, in cases of death or upon request, the duty chaplain will go to the requested or appropriate place to provide chaplain assistance. In the case of death, serious illness or emergencies, the duty chaplain will notify the AC/S, Religious Ministries or Deputy Director immediately.
5. The CDO or OOD will log all requests (by telephone or in person) for chaplain support, e.g., pastoral care, ARC message delivered, or sacramental acts. The log will include callers name, telephone number, and if applicable rank, organization and rate.
- 6 In responding to requests for assistance, a follow-up may be required. The duty chaplain will inform the appropriate unit chaplain, keep a record in the duty log and/or inform the AC/S, Religious Ministries or Deputy before 0900 the next working day of any potential problems or necessary follow ups.

Enclosure (4)



## ARMORY PROCEDURES FOR CDO/OOD

### 1. Purpose

a. To establish formal procedures for the issuing and recovery of armory weapons, ammunition and equipment for armed duty personnel.

b. In order to authorize the Depot Armory to issue arms and ammunition, all duty rosters and all changes to duty rosters of armed members of the guard will be forwarded to the Depot Ordnance Officer/Depot Ordnance Chief prior to any armory assets being issued. A point of contact will be provided to the depot armory by each duty's representative command for verification of any changes.

2. Instruction. Accountability and security of the duty weapons, ammunition and required equipment (cartridge belt with buckle, holster, magazine pouch, two magazines, and lanyard).

#### a. Normal work day routine

(1) During a normal routine work day all weapons, ammunition and required equipment will be checked out and turned in to the Depot Armory daily upon posting and relief from duty.

(2) Prior to posting for duty the oncoming CDO/OOD/ADSNCO will report to the Depot Armory to be issued a weapon, ammunition and required equipment.

(3) Maintain a neat, legible logbook that records complete and concise details of all significant events that occur during the tour of duty in accordance with enclosure (5). The CDO/OOD will ensure that proper logbook entries are made, documenting all serialized gear, SL-3 gear, ammunition (security rounds), and keys, and all other property the CDO/OOD is responsible for during their tour of duty. Also, the CDO/OOD and ADSNCO will ensure all subordinate duties have properly documented their serialized gear, SL-3 gear, ammunition (security rounds), and keys, and all other property they are responsible for during their tour of duty.

(4) Immediately following relief from duty, the off going CDO/OOD/ADSNCO will report to the Depot Armory to turn in the issued weapon, ammunition and all required equipment that was issued.

#### b. Holiday/weekend routine

(1) Upon posting, the oncoming CDO/OOD/ADSNCO will turnover with the off going CDO/OOD/ADSNCO. Complete entries into the duty logbook including weapon serial number, ammunition quantity and lot number and an inventory of all issued equipment.

(2) The off going CDO/OOD/ADSNCO of the last holiday/weekend routine day will report to the Depot Armory to turn in the issued weapon, ammunition and all required equipment that was issued.

Enclosure (5)

c. Cleanliness

(1) The duty weapons are required to be clean and serviceable upon turn in. If necessary, cleaning gear will be available at the armory.

(2) The duty armorer will verify the weapons, ammunition and all issued equipment are clean, serviceable and complete at turn in.

Enclosure (5)

## CLEARING BARREL PROCEDURES

### Unloading Procedures

#### M9 Service Pistol

1. With finger extended along receiver, insert muzzle into clearing barrel.
2. Visually and physically ensure the weapon is on "safe".
3. Remove magazine and retain it.
4. With non-firing hand, lock slide to the rear and eject the round into the hand.
5. Visually and physically inspect the chamber to ensure it is clear.
6. Replace any ammunition that is removed from the chamber in the magazine.
7. Watch the slide go forward on an empty chamber.

### Loading Procedures

#### M9 Service Pistol

1. With finger extended along receiver, insert muzzle into clearing barrel.
2. Place weapon in Condition 4, with slide locked to the rear.
3. Visually and physically verify that the pistol is clear.
4. Release slide and ensure it is fully forward.
5. Visually and physically verify that the pistol is on "safe".
6. Remove magazine from the magazine pouch and ensure it is loaded.
7. Fully insert magazine into magazine well.

Enclosure (6)

## LOGBOOK PROCEDURES

1. Introduction. The Duty logbook is an official transcript of the Depot's activities during non-working hours and, as such, may be used as part of investigations and other administrative proceedings. Special attention must be paid to logbook entries' format and content.

### 2. Format

a. Print entries in black ink using block lettering (all capital letters). Pay special attention to ensuring that all entries are neat and legible. See below for sample logbook entries.

b. Make corrections with a single line through the incorrect entry using a straight edge. Initial the strikethrough.

c. Precede each entry with the time the entry occurred.

d. Place the date on the top line and centered of each logbook page.

e. Write in the 3rd person present (e.g., "OOD TOURS DI SCHOOL HOUSE HATCH FOUND UNSECURED. OOD NOTIFIES DI SCHOOL OIC.")

f. When making a late entry, record the time the event occurred, then mark "(LATE)" and record the event.

g. When completing a tour of duty, draw a diagonal line, initial, and write "NO FURTHER ENTRIES" on the remainder of the page recording the day's events.

3. Content. The logbook is intended to provide a clear picture of routine and special events that occur during the CDO/OOD/ADSNCO/DNCO tour of duty. Always provide accurate, concise information that enables a reader who is unfamiliar with the situation to understand the details of the event. When in doubt, err on the side of providing too much information.

a. Provide unit identification when describing an individual (e.g., "PFC SMITH, FOX CO..." or "SSGT DOE, STC...").

b. If contacted by an individual from outside the command, record a contact number (e.g., "GYSGT WILSON, MOTOR T SCHOOL, FT LEONARD WOOD, MO, 321-555-1234...").

c. When describing special situations, describe what action was taken to bring the situation to conclusion (e.g., "...AWTF parking LOT IS LITTERED WITH TRASH. OOD NOTIFIES DSNCOs WHO SENDS A WORKING PARTY TO POLICE CALL THE PARKING LOT.")

d. Only provide the last 4 digits of a Marine's Social Security Number when describing CASEVACS, Red Cross Messages, etc.

e. DO NOT include victim's or alleged perpetrator's names in the case of serious offenses (e.g., rape); instead, write the individual's rank (if appropriate) and assigned unit (e.g., "A PFC FROM FOX CO...").

Enclosure (7)

4. Duty Logbook. Each organization will maintain all logbooks. In addition to routine entries, the duties will make an entry every time he/she conducts turnover of weapons. At a minimum, the weapons turnover entry will include: Pistol serial number, date and time of turnover, total number of rounds turned over; and name, rank and EDIPI digits of Marine receiving the pistol.

Enclosure (7)

## POST AND RELIEF PROCEDURES

### 1. Purpose

a. To establish a formal procedures for the posting and relieving personnel. In an effort to promote a more professional and productive post a formal post and relief will be conducted daily for the CDO/OOD/ADSNCO/DNCOs and as directed sentries.

b. The CDO will ensure all armed members of the guard complete a "Statement of Understanding Regarding the Use of Deadly Force".

2. Instruction. The OOD is overall responsible for the proper conduct of all SNCO's, DNCO,s and sentries for their organizations. He/she will observe and record in the OOD logbook the time and conduct of the ADSNCO's DNCO, and sentry's, post and reliefs.

a. Staff Duty Officers and Assistant Duty Non-Commissioned Officers post and relief.

(1) Upon posting, the oncoming OOD will contact each oncoming DSNCO to pass any special instructions.

(2) No ADSNCO may conduct DNCO post and relief without first coordinating with the OOD.

(3) At the end of the day, all oncoming DNCO's will report to their respective Battalion command posts for formal posting. The ADSNCO's will ensure the DNCO's to stand duty appear on the roster, understand their duties and area of responsibilities.

(4) The ADSNCO's will inspect the knowledge and appearance of the DNCO's to ensure they look professional, understand their responsibilities as DNCO.

(5) The ADSNCOs will review the following information.

(a) DNCO responsibilities and rotation for the evening.

(b) Any special circumstances or instructions.

b. Sentry Post and Relief. Once the OOD and ADSNCOs have conducted formal posting with the DNCO's, they will conduct formal posting with the sentries.

(1) The DNCOs will inspect the knowledge and appearance of the sentries to ensure they look professional, and understand their responsibilities.

(2) The DNCO will review the following information:

(a) Sentry responsibilities and rotation for the evening.

(b) Any special circumstances or instructions.

Enclosure (8)

(c) Possible scenarios and proper responses (e.g., contacting the DNCO in case of a hazard in the berthing space, unauthorized visitors etc.)

c. Posting and relieving sentries. The following steps will be executed whenever posting and relieving sentries.

(1) Review any logbook entries that occurred during the off going sentries tour of duty.

(2) Under the DNCO's supervision, the off going sentries will brief the oncoming sentries on the current situation in the area they are responsible and pass on any special instructions.

(3) Once satisfied that the oncoming sentries are fully aware of any situations in their area of responsibility, the DNCO will post the oncoming sentries and relieve the off going sentries.

d. A Battalion access roster will be posted on the inside of buildings and facilities used by each Battalion or unit.

Enclosure (8)

## INTERIOR GUARD CHECKLIST

### 1. Guard Personnel

- Are all personnel are in the proper uniform?
- Staff Duty Officers
  - o Have an accurate count of personnel assigned to the company, to include Marines at BAS, Naval Hospital, sentries, etc.?
  - o Have an accurate count of weapons assigned to the company, to include any stored in the armory?
  - o Have rosters and schedules of the night's guard personnel for their companies (students and DNCOs)?
- Duty NCO
  - o Has accurate count of personnel and weapons assigned to the company?
  - o Following a schedule that ensures 1 DNCO is awake and inspecting the area at all times?
- Armed personnel
  - o Qualified with their assigned weapon within the last year?
  - o Completed the Use of Force Statement of Understanding?
  - o Know their weapons conditions and clearing barrel procedures
  - o Understand and can explain their rules of engagement?
- Sentries properly report their posts, providing accurate counts for personnel and weapons, to include reporting the location of any assigned Marines or weapons not in the berthing area (e.g., Marines in the head, rifles from 112As in the armory, etc.)?

### 2. Facilities

#### a. Company Areas

- Are the following areas properly policed?
  - o Grounds
  - o Staff head
  - o Student heads
  - o Berthing areas
- Mess/Dinning Facilities?
  - o Cleanliness (inside/out)
  - o Food quality
- Are the following areas properly secured?
  - o Unoccupied berthing spaces
  - o Unoccupied command posts
- Is the BAS properly manned with a duty corpsman?
- OOD Duty Hut
  - o Is the duty hut in a proper state of police?
  - o A/C unit
    - Is there any damage to the A/C unit?
    - Is the A/C unit functioning properly?

Enclosure (9)



3. Procedures

a. Tours. Have the following areas been inspected once before midnight and twice after midnight?

- Berthing Areas
  - o 1600-2400      o 2400-0500      o 0500-0800
- DNCO Huts
  - o 1600-2400      o 2400-0500      o 0500-0800
- Company Offices (company spaces, if necessary)
  - o 1600-1630

b. Post and relief

- DNCO
  - o Did DNCO properly report their post?
  - o Did DNCO provide oncoming sentries with a guard force refresher brief before being posted?
- Sentries
  - o Did sentries properly report their post?
  - o Did oncoming and off-going sentries physically verify that all weapons are properly secured (if applicable)?
  - o Did oncoming and off-going sentries physically verify that all personnel are accounted for?

Enclosure (9)

USE OF DEADLY FORCE STATEMENT OF UNDERSTANDING

Name (Last, First, MI)	Rank	SSN	Date

1. Circumstances for Which Deadly Force is Authorized. I am justified in using the weapon with which I am armed to apply deadly force only under conditions of extreme necessity, when **all other means have failed or cannot reasonably be employed** and only as a last resort. If such is the case, I may use deadly force:

a. \_\_\_ **To protect myself or others** if I reasonably believe that I or they are in **imminent danger of death or serious bodily harm.**

b. \_\_\_ **To prevent acts which or the escape of those who reasonably appear to me to threaten property or information designated by my Commanding Officer as vital to national security.**

c. \_\_\_ **To prevent the actual theft or sabotage of property that is, of itself, dangerous to others (i.e., explosives, weapons, ammunition, etc.), when it appears reasonably necessary to do so.**

d. \_\_\_ **To prevent or interrupt the commission of a serious offense involving violence** which threatens death or serious bodily injury to another (i.e., murder, arson, armed robbery, aggravated assault, and rape).

e. \_\_\_ **To effect the apprehension or prevent the escape** of an individual whom there is probable cause to believe that he has either committed a serious offense involving violence or threatened death or serious bodily harm and is a continued threat to the safety of others.

2. Additional Specific Instructions

a. \_\_\_ I will obey the orders of competent authority to employ deadly force when:

(1) Provided with sufficient information to determine that the circumstances warrant the application of deadly force.

(2) There is clear identifying information on the individual against whom deadly force is to be applied.

b. \_\_\_ I will not fire my weapon if I might injure innocent bystanders.

c. \_\_\_ I am prohibited from firing warning shots.

d. \_\_\_ I will chamber a round in my rifle only when:

(1) The use of force is imminent, or to effect the apprehension of a suspect I believe to be armed or dangerous, or to gain control of a dangerous situation.

Enclosure (10)

(2) Firing at the range or accomplishing other required training.

(3) Ordered to do so by competent authority.

e. \_\_\_ I will not point any firearm at any person, except:

(1) When confronted with a situation in which deadly force would be authorized.

(2) During on-duty reaction drills, only after I have checked the firearm and it has also been checked by my supervisor to ensure no rounds are in the weapon.

f. \_\_\_ If I chamber a round in my rifle, proper notifications will be made and a Statement of Force form completed. I may chamber a round, or point a firearm:

(1) If directed by or after obtaining permission from competent authority.

(2) If confronted with a situation in which deadly force would be authorized, and the situation does not allow time to obtain permission.

g. \_\_\_ When clearing a firearm, I will follow current policies and procedures pertaining to firearms handling, clearing and safety. I will ensure that:

(1) No weapon is cleared without a supervisor (corporal or above) present and clearing is accomplished only in the designated area (i.e., clearing barrel).

(2) When drawing a weapon from the armory/arms room, rounds will not be drawn until the weapon is properly cleared.

(3) When returning a weapon to the armory/arms room, rounds will always be properly accounted for and turned in prior to clearing, unless a round has been chambered.

(4) Any violation of these policies or procedures is immediately reported to the proper authority.

h. \_\_\_ During training exercises and testing, I will check my firearm and have it double-checked by a supervisor, to ensure that no live rounds are in the weapon and that there is no magazine inserted in the weapon.

Enclosure (10)

3. Acknowledgement. I have been instructed on the use of deadly force per MCO 5500.6F and acknowledge that I understand the basic rules for the use of force and weapons safety. I am aware of all areas aboard this installation that have been designated by the Commanding Officer as vital to national security for which the use of deadly force may be required.

---

Date

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Rank/Printed Name

---

Signature

Enclosure (10)

MILITARY SUSPECTS ACKNOWLEDGEMENT AND WAIVER OF RIGHTS

DEPARTMENT OF THE NAVY

MILITARY SUSPECT'S ACKNOWLEDGEMENT AND WAIVER OF RIGHTS

Place: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_  
have been advised by \_\_\_\_\_  
that I am suspected of \_\_\_\_\_

I have also been advised that:

- \_\_\_\_\_ (1) I have the right to remain silent and make no statement at all;
- \_\_\_\_\_ (2) Any statement I do make can be used against me in a trial by court-martial or other judicial or administrative proceeding;
- \_\_\_\_\_ (3) I have the right to consult with a lawyer prior to any questioning. This lawyer may be a civilian lawyer retained by me at no cost to the United States, a military lawyer appointed to act as my counsel at no cost to me, or both;
- \_\_\_\_\_ (4) I have the right to my retained civilian lawyer and/or appointed military lawyer present during this interview; and
- \_\_\_\_\_ (5) I may terminate this interview at any time, for any reason.

I understand my rights as related to me and as set forth above. With that understanding, I have decided that I do not desire to remain silent, consult with a retained or appointed lawyer, or have a lawyer present at this time. I make this decision freely and voluntarily. No threats or promises have been made to me.

Signature: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witnessed: \_\_\_\_\_  
\_\_\_\_\_

Date & Time: \_\_\_\_\_

At this time, I \_\_\_\_\_  
desire to make the following voluntary statement. This statement is made with an understanding of my rights as set forth above. It is made with no threats or promises having been extended to me.

Enclosure (11)

DEPARTMENT OF THE NAVY

**VOLUNTARY STATEMENT**

1. Place

2. Date

I, \_\_\_\_\_, make the following  
free and voluntary statement to \_\_\_\_\_

whom I know to be \_\_\_\_\_  
I make this statement of my own free will and without any threats or promises extended to me. I fully understand that  
this statement is given concerning my knowledge of

Enclosure (11)

BOMB THREAT CHECKLIST

1. DO NOT HANG UP THE PHONE.
2. Questions to ask: RECORD EXACT WORDS OF THE CONVERSATION.
  - a. When will the bomb explode? \_\_\_\_\_
  - b. Where is the bomb right now? \_\_\_\_\_
  - c. What kind of bomb is it? \_\_\_\_\_
  - d. What does the bomb look like? \_\_\_\_\_  
\_\_\_\_\_
  - e. Why did you place the bomb? \_\_\_\_\_  
\_\_\_\_\_
  - f. Where are you calling from? \_\_\_\_\_  
\_\_\_\_\_
  - g. Who is this? \_\_\_\_\_
3. Either go personally or send someone to another telephone and call the Base Operator, 451-1113 or 451-1115. If connected to the automated answering machine, immediately dial "0" to make direct contact with the operator. Report the bomb threat and telephone number/extension, \_\_\_\_\_, of the phone you left off the receiver.
4. From another phone, report the bomb threat to 911.
  - a. Time call received \_\_\_\_\_
  - b. Time caller hung up \_\_\_\_\_
5. Notify key personnel (CO, OIC, supervisor, etc.).
6. TRACING CALLS. IF, AFTER GETTING AS MUCH INFORMATION AS YOU CAN FROM THE CALLER, AND THE CALLER HANGS UP, FOLLOW THESE PROCEDURES TO TRACE THE CALL:
  - a. Hand up the phone. This is because the switchboard automatically disconnects the call after one party hangs up. Ensure that another call is not made from the phone line from which the threat was received.
  - b. From another phone, call the PMO at 911 to alert them of the threat.
  - c. PMO will contact Base Telephone Office for trace information.
7. Institute Building/Facility Bomb Threat Response Plan.

Enclosure (12)

RED CROSS MESSAGE

Time \_\_\_\_\_  
Date \_\_\_\_\_

Caller \_\_\_\_\_  
Phone# \_\_\_\_\_  
Case# \_\_\_\_\_  
SNM \_\_\_\_\_  
Rank \_\_\_\_\_  
SSN# \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

Unit \_\_\_\_\_

Message was passed to \_\_\_\_\_

Name of Marine receiving message \_\_\_\_\_

Verified SNM has been notified \_\_\_\_\_

Chaplain required                      Yes / No

Name of Chaplain \_\_\_\_\_

Received by \_\_\_\_\_

Enclosure (13)



PCR/OPREP-3SIR  
DETERMINATION MATRIX

Notes:

EVENT	PCR (NOTE1)	OPREP-3SIR (Note: 3)
Death of a Parris Island Marine (except 6th Marine Corps district who prepares their own)	X	X
Serious injury of a Parris Island Marine (except 6th Marine Corps district who prepares their own)	X	
Serious illness of a Parris Island Marine(except 6th Marine Corps district who prepares their own)	X	
Class A, B, or C aircraft mishap resulting in death or extensive damage to military or civilian property (Case of PI Marine)	X	X
An event or incident occurring on-duty resulting in death, disability or serious injury of Marine Corps personnel or civilians, or extensive property damage of \$200,000.00 or more (Case of PI Marine)	X	X
Acts of sabotage or terrorism.		X
Any incident attracting high media interest.		X
Acts of serious crime (felony arrest) or incidents that may result in domestic or foreign criminal jurisdiction over Marine Corps personnel and their dependents; or may arouse public or congressional interest.		X
Any incident where the diagnosis of a disease may require quarantine due to potential epidemic significance, or disease of any kind so wide-spread that degrades mission accomplishment		X
Racial incident IAW MCO P5354.1		X
Any incident of large-scale civil disorder involving Marine Corps personnel, units, or installations.		X
An event/incident arising from acts of nature (destructive weather conditions, fire, earthquakes) that severely delays or cancels training or poses a threat to life and property.		X

1. The CDO is not responsible for releasing a PCR or OPREP-3SIR.
2. In the event of a casualty or death, notify the appropriate command adjutant and follow the instructions contained in current version of DEPO 3040.2E.
3. In the event of an OPREP-3SIR, notify the AC/S G-3 and follow the instructions contained in the current version of DepO 3504.2.

Enclosure (14)

FORMAT FOR INITIAL OPREP-3SIR TELEPHONIC REPORT TO THE COMMANDANT OF THE MARINE CORPS

1. The telephonic report is the initial report sent to the MCOC.
2. When you receive notification of a reportable incident, at a minimum, the following information must be forwarded to the C/S followed by the AC/s G-3 within 15 minutes of notification. Within the same 15 minutes of notification from the C/S to communicate this report to the MCOC.
  - a. From: (Unit submitting the report).
  - b. Exercise/Operation: (Name of exercise/operation being conducted when the incident occurred, if applicable).
  - c. Type report: OPREP-3SIR.
  - d. Time: Local date time group (DTG) incident occurred. Note: Parris Island is in the "R" time zone, not "Z". If converting to Zulu time add 5 hours if in Eastern Standard Time (i.e., fall through winter); add 4 hours when in Daylight Saving Time (i.e., spring through summer). For example, if incident occurred at 2200 on 23 March 2010 DTG would be 232200MAR10 (or 240200ZMAR10).
  - e. Location: Exact location of incident.
  - f. Incident: Nature of incident with narrative summary of know factual information.
  - g. POC: Name/rank/phone number to the command point of contact for additional information.
3. Contact the MCOC by dialing any of these numbers.
  - a. DSN 94-225-5454
  - b. Commercial 99-1-202-695-5454
  - c. Toll Free 99-1-866-HQMC-NOW(4726-669
  - d. STU III DSN 94-223-0883
  - e. STU III Commercial 99-1-703-693-0883

Enclosure (15)