



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:  
3000  
G-3  
JUL 27 2015

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 6-15

From: Commander, Marine Corps Installations Command (MCICOM)  
To: Distribution List

Subj: REPORTING REQUIREMENTS

Ref: (a) MCO 5400.54 Marine Corps Installations Command Roles and Responsibilities 19 Apr 13  
(b) MCO 3504.2 Operations Event/Incident Report (OPREP-3) 8 Jun 07  
(c) USNORTHCOM Instruction 10-222 17 Feb 10  
(d) MARFORNORTH OPORD 1-13 021300S Jan 13  
(e) Navy-Marine Corps Blue Dart Terrorism Threat Warning Message 041735Z Oct 00  
(f) USNORTHCOM Force Protection Directive 11-100 (Information Reporting Requirements) 102100Z Apr 11  
(g) MARFORNORTH FRAGO 002 to MARFORNORTH OPORD 08-01; Threat Information Reporting Requirements  
(h) MARADMIN 246/12 USMC Common Operating Picture Registration, Training, and Use Policy 011427Z May 12

Encl: (1) OPREP-3 SIR Reportable Events or Incidents  
(2) COMMCICOM Commander's Critical Information Requirements (CCIRs)  
(3) MARFORNORTH CCIRs  
(4) Phone/Contact Roster & AMHS Addresses

1. Situation. Reference (a) names Marine Corps Installations Command (MCICOM) as the single authority for all Marine Corps installations matters. Per references (b) through (h), this policy letter provides guidance for execution of Commander, Marine Corps Installations Command (COMMCICOM) reporting requirements in order to support Headquarters Marine Corps Operations Center (MCOC), COMMCICOM, and Commander, Marine Forces North (COMMARFORNORTH) policies and requirements for reporting. It is applicable to all Marine Corps Installations Command (MCICOM) Subordinate Commands.

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2. Mission. To standardize reporting procedures, requirements and products for MCICOM Headquarters and MCICOM Subordinate Commands and ensure the Commandant of the Marine Corps (CMC), COMMCICOM, and COMMARFORNORTH reporting requirements are met.

3. Execution

a. Commander's Intent. To provide MCICOM Headquarters and MCICOM Subordinate Commands with the information and tools required to submit Operations Event/Incident Reports (OPREP-3) Serious Incident Reports (SIR), MCICOM Commander's Critical Information Requirements (CCIRs), MCICOM Non-Standard Reporting Requirements (NSRRs), BLUE DARTS, and Threat Reports to the MCOC, COMMCICOM, and COMMARFORNORTH for events listed in enclosures (1) through (3).

b. Concept of Operations. Through the use of all available reporting tools and mechanisms, MCICOM Subordinate Commands are required to keep COMMCICOM aware of all reportable events outlined in this letter.

(1) OPREP-3 SIR. This report provides the CMC information on any significant event referenced in enclosure (1).

(a) Per reference (b), MCICOM Subordinate Commands will provide a voice report to the MCOC within 15 minutes of becoming aware of any event or incident, reportable in enclosure (1).

(b) Immediately following the voice report to the MCOC, MCICOM Subordinate Commands will ensure a second voice report is made to the MCICOM Watch.

(c) Follow-up with the OPREP-3 SIR message within one hour to both the MCOC and MCICOM chain of command.

(2) MCICOM CCIRs. Region commanders will personally notify Commander, Marine Corps Installation Command of the following via phone call or email in the Who, What, When, Where, Why format.

(a) Death or serious injury of personnel assigned to or attached to MCICOM.

(b) Any Class A, B, C Mishap of an Operational Support Aircraft.

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- (c) Any significant media event which would cause embarrassment (actual/potential) to the Marine Corps.
- (d) Any incident or event that requires notification to HQMC, per MCO 3504.2 Operations Event/Incident Report (OPREP-3).
- (e) Any act or threat of terrorism against United States (US) interests that changes Force Protection Conditions (FPCONs) aboard an installation.
- (f) Penetration or intrusion of any installation by unauthorized personnel with overt or suspected hostile intent.

(3) MCICOM NSRRs. Any event of significance that allows for early/advanced reporting or may build in significance overtime. Examples would include destructive weather, fires, power outages, or demonstrations. When such events are likely or imminent, MCICOM Subordinate Commands requirements are as follows:

(a) When made aware of an event, a brief narrative of planning and/or preparations is due to the MCICOM Watch via email. Example: Any anticipated or executed evacuation of personnel or air assets.

(b) Provide an update report via email to the MCICOM Watch twice daily from initiation of the NSRR.

(c) If email is not available, voice reports to the MCICOM Watch will suffice.

(d) If damage to installation infrastructure occurs, provide damage assessment no later than 24 hours after the event and continue to refine the report as appropriate.

(4) MARFORNORTH CCIRs. MARFORNORTH has Tactical Control (TACON) for Force Protection (FP) for all Marine personnel, installations, infrastructure and facilities in the U.S. Northern Command (USNORTHCOM) area of responsibility (AOR) per reference (c). Also, with thirteen MCICOM installations residing in the USNORTHCOM AOR, MARFORNORTH has its own information requirements. Enclosure (3) lists COMMARFORNORTH CCIRs. Listed below are instructions for reporting per reference (c):

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(a) Reporting will follow the OPREP-3 format IAW reference (b).

(b) FP related CCIRs will be entered into the C4I Suite referenced in paragraph 4.a. (1).

(5) BLUE DART. This imminent terrorism threat warning system enables Commanders to take action necessary to protect the installation and tenant organization personnel and assets from terrorist attack. BLUE DART messages must meet the following threat definitions: specific, defined as a particular location or organization identified; imminent, defined as an event to occur within 72 hours; and credible, defined as corroborated information or information received from a source of assessed reliability. For an installation/unit receiving a BLUE DART message, the requirements are as follows:

(a) Send Automated Message Handling System (AMHS) message to the MCOC, MCICOM, and MARFORNORTH with the following information per reference (e):

1. Code words "BLUE DART" in the subject line.
2. Acknowledge and specify any modifications or defensive actions taken in response to the BLUE DART notification.

(b) In addition to the AMHS message, all after hour BLUE DART messages require a voice report to the MCICOM Watch. The voice report will consist of the following:

1. Specify which Installation.
2. AMHS message subject and date-time-group (DTG).
3. POC at the Installation.

(6) Threat Reports. Per reference (f), MARFORNORTH is directed by USNORTHCOM to ensure threat information derived from law enforcement (LE) or other sources is disseminated to USMC commands in Continental United States (CONUS). Besides Force Protection Condition (FPCON) changes, information can also include travel warnings, general threat, or foreign terrorism information. Reporting requirements are as follows:

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(a) Threat reports received at an installation will be handled in accordance with COMMCICOM CCIR #4. Additionally, MCICOM Subordinate Commands will report imminent threat reports through the appropriate OPREP-3 chain of command. Once these reporting requirements are met and if the report is unclassified then it will be posted to the C4I Suite.

(b) All Threat Reports from MARFORNORTH will be sent via C4I Suite and AMHS message. MCICOM will re-address and forward MARFORNORTH Threat reports via AMHS message to MCICOM Subordinate Commands. Receipt confirmation from MCICOM Subordinate Commands is required and will be sent via email to the MCICOM Watch.

#### 4. Administration and Logistics

a. Reporting Tools. MCICOM Subordinate Commands will use all available tools to report incidents, make notifications, and provide situational awareness to COMMCICOM. Reporting tools include, but are not limited to the following: Voice Report, AMHS message traffic, and email.

(1) C4I Suite. C4I Suite is the system used to disseminate possible threats to higher, adjacent, and subordinate units in order to provide situational awareness. C4I Suite does not replace any tactical level systems currently in use, nor does it relieve MCICOM Subordinate Commands and Supporting/Supported Installations from meeting standard reporting requirements within the prescribed timelines.

(a) IAW reference (h), Commanders will ensure that C4I Suite accounts are established and monitored 24/7.

(b) Reference (g) lists business rules for the use of the C4I Suite.

b. MCICOM Subordinate Commands submitting reports as defined in this policy shall retain all reports.

c. Enclosure (4) provides phone/contact and AMHS address information. Ensure an email notification is always sent in addition to any AMHS message.

#### 5. Command and Signal

a. Command. This policy is applicable for all MCICOM Subordinate Commands. For the purposes of this policy letter,

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COMMCICOM is the higher headquarters for Marine Barracks Washington.

b. Signal. This policy is effective the date signed and will remain in effect until superseded or cancelled.



C. L. HUDSON

DISTRIBUTION: C

**OPREP-3 SIR REPORTABLE EVENTS OR INCIDENTS**

1. Event or incident of a military or political nature, foreign or domestic, that involves Marine Corps personnel, units or installations that may result in a local or national official reaction, United States Congressional interest or media attention.
2. On-duty event or incident resulting in death or disability of Marine Corps personnel or civilians, or resulting in \$200,000 or more in total property damage. Commands should not delay reporting pending an official determination of disability or cost; if the incident has the potential to cross the threshold a report is required.
3. Event or incident associated with a Marine Corps operation or training exercise that results in death, or injury that results in lost time or reportable property damage.
4. Class A, B or C Aircraft Mishap. Commands must not delay reporting pending an official determination of the mishap class. If there is a potential for a "Class C" or greater mishap, OPREP-3 procedures must be initiated. In no case shall the command delay reporting pending notification of any intermediate headquarters.
5. Serious criminal event or incident that may result in foreign or domestic criminal jurisdiction over Marine Corps personnel and/or their dependent(s).
6. Event or incident of large scale civil disorder involving Marine Corps personnel, units or installations. Natural or destructive weather event or incident that threatens life, property, or severely delays or cancels an operation or training exercise.
7. Loss or compromise of classified information that may compromise operational plans. Event or incident of actual or suspected covert action against any Marine Corps unit or installation.
8. The actual or presumptive diagnosis of any disease of potential epidemic significance or that may require quarantine.

9. The diagnosis of any disease or the extensive outbreak of any condition among Marine Corps personnel that may potentially degrade the operational readiness of a unit or installation.
10. Hazing event or incident that results in death, injury requiring hospitalization or significant property damage.
11. Racially or ethnically motivated discriminatory event or incident that results in death, injury requiring hospitalization or significant property damage, or adversely affects the equal opportunity climate of a unit or installation.
12. Things Falling Off Aircraft (TFOA).
13. Any other event or incident of significant Marine Corps interest not previously reported.

Enclosure (1)



**COMMANDER MCICOM CCIRs**

**REGIONAL COMMANDERS WILL PERSONALLY NOTIFY COMMANDER, MARINE CORPS INSTALLATIONS COMMAND OF THE FOLLOWING IMMEDIATELY:**

1. Death or serious injury of personnel assigned to or attached to MCICOM.
2. Any Class A, B, C Mishap of an Operational Support Aircraft (OSA) or any Red Stripe message affecting OSA.
3. Any significant media event which would cause embarrassment (actual/potential) to the Marine Corps.
4. Any incident of event that requires notification to HQMC, per MCO 3504.2 Operations Event/Incident Report (OPREP-3).
5. Any act or threat of terrorism against United States (US) interests that changes Force Protection Conditions (FPCONs) aboard an installation.
6. Penetration or intrusion of any installation by unauthorized personnel with overt or suspected hostile intent.

Preferred method for reporting is via phone call or email in the Who, What, When, Where, Why format.

**NOTIFY COMMANDER WITHIN 12 HOURS:**

1. Any actions taken under the Immediate Response Authority by an Installation Commander.
2. Any mutual aid or automatic aid responses where Marine Corps emergency service assets are deployed and are not available for emergency responses on the installation for more than two hours.

**NOTIFY COMMANDER WITHIN 24 HOURS:**

1. Any change in the readiness status and capability of installations to perform Mission Essential Functions.

Enclosure (2)

2. Disruption of Aerial Port Of Debarkation/Sea Port of Debarkation (APOD/SPOD) operations which affect sustainment, deployment or redeployment of Operating Forces.

3. Any operational security (OPSEC) violation revealing installation information.

## MARINE FORCES NORTH CCIRs

(U) CCIR 1. Any act of terrorism or significant and reliable indications of impending acts of terrorism against the US, its territories, or within the NORTHCOM AOR.

(U) CCIR 2. Significant and reliable indications of a strategic attack against the US, its territories, or within the NORTHCOM AOR.

(U) CCIR 3. Any significant chemical, biological, radiological, nuclear, or high yield explosive (CBRNE) incident, attack, or significant and reliable indications of an impending CBRNE attack in the NORTHCOM AOR.

(U) CCIR 4. Any predicted or actual natural or manmade disaster or incident which will likely:

(1) Significantly disrupt MFN's ability to successfully execute its mission

(2) Require significant commitment of forces by NORTHCOM; and/or

(3) Seriously degrade USMC ability to support USNORTHCOM operations.

(U) CCIR 5. Significant increase to national alert/security status postures that may necessitate NORTHCOM/MARFORNORTH actions including:

(1) Homeland Security Advisory System level

(2) DoD FPCON level (For USNORTHCOM or NCR)

(3) DIA CONUS Threat level

(4) ONE level

(5) NCR IADS posture

(6) Q/RRF RPL

(7) MAP

(8) USCG MSL

(9) DoD INFOCON

(10) MFR Hurricane Condition

(11) FEMA PRCC Stand Up

(U) CCIR 6. Death or serious injury of:

(1) Personnel assigned or attached to MFN

(2) Key military or political leaders in the NORTHCOM AOR to include NORTHCOM and/or component command staffs.

(U) CCIR 7. Significant domestic media coverage of NORTHCOM or MARFORNORTH.

(U) CCIR 8. Loss or serious disruption of essential communications with USNORTHCOM.

(U) CCIR 9. Any warning, alert, execution or deployment order for MFN or Marine Forces ISO USNORTHCOM not already being tracked by MFN staff.

(U) CCIR 10. SIR reporting IAW MCO 3504.2

Enclosure (3)

## PHONE / CONTACT ROSTER

### **MCICOM Watch**

Commercial: 571-256-8194  
DSN: 260-8194  
Blackberry: 910-391-4419  
NIPR Email: mcicom.watch@usmc.mil

### **HQ Marine Corps Operations Center (MCOC)**

Commercial: 703-695-5454  
DSN: 312-225-5454  
STE: 703-693-4450  
Red Switch: 228-2538  
NIPR Email: hqmc.mcc2@usmc.mil  
SIPR Email: hqmcwol@hqmc.usmc.smil.mil

## **AMHS Addresses**

### **OPREP-3 SIR**

HQMC PP&O (PLAD: CMC WASHINGTON DC PPO)  
COMMCICOM (PLAD: COMMCICOM)  
MCICOM Watch (PLAD: COMMCICOM G-3-5-7)  
MARFORNORTH (PLAD: COMMARFORNORTH G3-G5-G7)

### **MCICOM CCIRs**

COMMCICOM (PLAD: COMMCICOM)  
MCICOM Watch (PLAD: COMMCICOM G-3-5-7)  
MARFORNORTH (PLAD: COMMARFORNORTH G3-G5-G7)

### **COMMARFORNORTH CCIRs**

HQMC PP&O (PLAD: CMC WASHINGTON DC PPO)  
COMMCICOM (PLAD: COMMCICOM)  
MCICOM Watch (PLAD: COMMCICOM G-3-5-7)  
COMMARFORNORTH (PLAD: COMMARFORNORTH G3-G5-G7)

### **BLUE DART**

HQMC PP&O (PLAD: CMC WASHINGTON DC PPO)  
COMMCICOM (PLAD: COMMCICOM)  
MCICOM Watch (PLAD: COMMCICOM G-3-5-7)  
COMMARFORNORTH (PLAD: COMMARFORNORTH G3-G5-G7)

**Threat Reports** (also entered into C4I)  
MCICOM Watch (PLAD: COMMCICOM G-3-5-7)  
COMMARFORNORTH (PLAD: COMMARFORNORTH G3-G5-G7)

Enclosure (4)