



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 3504.1C

CG

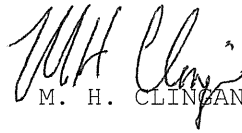
AUG 08 2025

COMBAT CENTER ORDER 3504.1C CH 1

From: Commanding General
To: Distribution List

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS REPORTING POLICY AND
MESSAGE HANDLING

1. Situation. To transmit new changes to the Order.
2. Execution. To update enclosure (1).
3. Summary of Changes. This revision contains one administrative change as follows. To update enclosure (1).
4. Filing Instructions. File this transmittal as the first page of the Order immediately.


M. H. CLINAN

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



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CCO 3504.1C
G-1
FEB 26 2025

COMBAT CENTER ORDER 3504.1C

From: Commanding General
To: Distribution List

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS REPORTING POLICY AND
MESSAGE HANDLING

Ref: (a) MCO 3504.2A
(b) MCWP 5-10
(c) CCO 1601.17K CH-1
(d) TECOMO 3504.2
(e) MCIWEST MCB CAMPENO 3500.2A
(f) CG, IMEF CCIRs of 4 Apr 23

Encl: (1) CG, MAGTFMC MCAGCC CCIRs of 14 Feb 25

1. Situation. To establish Commander's Critical Information Requirements (CCIR) reporting policy for Marine Air Ground Task Force Training Command (MAGTFMC), Marine Corps Air Ground Combat Center (MCAGCC), to include MAGTFMC subordinate commands; Headquarters Battalion and Tactical Training Exercise Control Group, Marine Corps Tactical Operations Group, Marine Corps Logistics Operations Group, Marine Corps Mountain Warfare Training Center (MCMWTC), Expeditionary Warfare Training Group Atlantic, Expeditionary Warfare Training Group Pacific, and Marine Aviation Weapons and Tactics Squadron One (MAWTS-1); and MCAGCC tenant commands; Marine Corps Communications and Electronic School, 7th Marines, 3d Light Armored Reconnaissance, 3d Battalion, 11th Marines, Combat Logistics Battalion 7, and Naval Hospital Twentynine Palms. Automated Message Handling Service (AMHS) is a critical tool used to communicate across the enterprise.

2. Cancellation. CCO 3504.1B.

3. Mission. Provide subordinate and tenant commands with a list of current MAGTFMC, MCAGCC CCIRs and specific instructions on how and when to communicate reportable events or incidents to appropriate authorities in a timely manner per the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide MAGTFMC, MCAGCC units with the information required to submit CCIRs to the Commanding General (CG), and the Chief of Staff (C/S) for reportable events as outlined in enclosure (1) in accordance with the references.

(2) Concept of Operations

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(a) The CCIRs contain information that the CG wants to be made aware of as quickly as possible and are categorized into one of two levels of notification: urgent and priority.

(b) The reporting organization is usually the first command aware of the incident or event. This organization will notify the CG via the C/S by phone or email and the message will contain the basic following information: Who, What, When, Where, Why, How, and Way Forward.

(c) In most reportable occasions, the MAGTFTC, MCAGCC Command Duty Officer (CDO), MAGTFTC subordinate commander, or MCAGCC tenant commander will most likely be the initial reporting action officer/organization to be made aware of a reporting incident and will be responsible for reporting a CCIR which may occur whether in their command or aboard the Combat Center. Engaged follow-up is expected in all CCIRs that are reported, along with any required reports, such as an Operations Event/Incident Report (OPREP-3) / Serious Incident Report (SIR) or notification to an adjacent action agency required to resolve any reported incident. For all reportable CCIRs of an immediate nature, if contact cannot be established within 15 minutes, the reporting agency is to take action to resolve the matter but should continue to attempt to contact to the CG via the C/S or via the CDO until successful communication has been made. For priority CCIRs, reporting agencies are to make every attempt to establish contact within the time frame listed for these types of incidents, and in cases when they are not able to make solid communication with the command deck, should report the matter to the MCAGCC CDO and follow-up in 24 hours on the matter, as applicable. CCIRs will be submitted as outlined this Order. AMHS will be utilized as required throughout commands to ensure all communication traffic is received and relayed in an efficient manner.

b. Subordinate Element Missions

(1) MAGTFTC, MCAGCC CDO

(a) Use the reporting criteria outlined in enclosure (1) and the guidance published in the references to identify circumstances requiring further reporting.

(b) If criteria is satisfied, submit OPREP-3/SIR reportable events or incidents to the Headquarters Marine Corps Operations Center (MCOC) with initial information known at that time. Do not delay the reporting to the MCOC by attempting to gain complete and comprehensive awareness of the situation or by notifying intermediate higher headquarters (HHQ). The Report Control Symbol for this reporting requirement is EXEMPT.

(c) After notification to the MCOC, provide initial report via appropriate chain of command, e.g., MAGTFTC, MCAGCC CDO to the C/S and subordinate command representative such as the Adjutant, Executive Officer (XO), and commander.

(d) Provide a voice report to the MCOC within 30 minutes of initial notification and then notify the duty officer within your next HHQ.

(e) The completed OPREP-3/SIR will include all intermediate headquarters as addressees and must be released to the MCOC by the originating command within six hours of the SIR.

(2) MAGTFTC, MCAGCC C/S, Assistant Chiefs of Staff (ACs/S), MAGTFTC Subordinate Commanders and MCAGCC Tenant Commanders. Upon notification from

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CDO or subordinate command representative, provide voice report via chain of command.

(a) MAGTFTC, MCAGCC C/S. Provide report to CG with courtesy notification to the MAGTFTC, MCAGCC Sergeant Major.

(b) MAGTFTC, MCAGCC ACs/S. Ensure you have current AMHS release and review/read capability for MAGTFTC, MCAGCC to communicate as required.

(c) MAGTFTC Subordinate Commanders and MCAGCC Tenant Commanders

1. Ensure XO's provide report to their commanding officers, with a courtesy notification to their command Sergeants Major.

2. Ensure you have current AMHS release and review/read capability for your command to communicate as required.

c. Coordinating Instructions

(1) Unit commanders initially report CCIRs/SIRs to their respective HHQ to include MAGTFTC, MCAGCC CG and C/S via the CDO.

(2) The duty officer at each echelon of command will inform their designated command representatives and duty officer of the next HHQ, thereby ensuring redundant reporting.

(3) Email initial notification is acceptable, however, should be immediately followed by voice/telephonic confirmation of receipt. The Report Control Symbol for this reporting requirement is EXEMPT.

5. Administration and Logistics

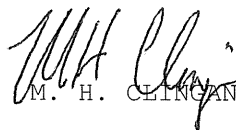
a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center orders can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-orders>.

b. The information requirements listed above may not cover all situations, but if a significant issue that you believe warrants attention occurs, then use the "Reasonable Marine" approach and report it. Call the CDO to report an after-hours CCIR/SIR at (760) 830-7200 or (760) 401-6393 or email at 29palmscdo.fct@usmc.mil.

6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units and activities subordinate to MAGTFTC and/or stationed aboard MCAGCC.

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


M. H. CLINGAN

DISTRIBUTION: A

AUG 08 2025CG MAGTF/TC, MCAGCC CCIRs of July 2025

CCIR#	MAGTF/TC/MCAGCC CCIRs	Priority	TECOM CCIR	MCI-W CCIR	Report Required	CG/CoS Reporting Method
1	Attack - suspected attack, or imminent threat of attack on any Combat Center command or facility	Urgent	2	7&9	OPREP-3	Voice Call C/S or CG
2	Use of Deadly Force - that resulted in a weapon being used	Urgent	4	N/A	OPREP-3	Voice Call C/S or CG
3	Death - Very seriously injured (VSI) or Seriously Injured/ill (SI) involving Combat Center subordinate or tenant commands (Suicide/or attempted)	Urgent	8 & 9	1&12	PCR	Voice Call C/S or CG
4	Class A or B mishap - involving Combat Center subordinate or tenant commands	Urgent	6	2	OPREP-3	Voice Call C/S or CG
5	Significant occurrence that merits TECOM or CMC level notification	Urgent	1-27	4	OPREP-3	Voice Call C/S or CG
6	Any degradation (damage) of infrastructure or services, that significantly impacts training or functions aboard the Combat Center, MCMWTC, and MAWTS-1 to include the decision to pause or continue training.	Urgent	15&22	1	OPREP-3	Voice Call C/S or CG
7	Significant Sexual Assault and Response Incident- Specifically but not limited to: Instructor/Student Incident; SNCO/Junior Marine incident, Officer/Enlisted incident, "Curious" cases (e.g., sexual assault case verdict overturned by Court Martial Convening Authority); cases expected to attract media attention.	Urgent	5	N/A	OPREP-3	Voice Call C/S or CG
8	Potential significant media interest regarding Combat Center subordinate or tenant commands - high profile incident, arrest, detention of personnel	Urgent	10	4	OPREP-3	Voice Call C/S or CG
9	Unauthorized disclosure of classified information, and/or spillage	Priority	27&30	N/A	OPREP-3	Email/Text/Voice C/S
10	Directed change to FPCON to any affected Combat Center subordinate or tenant commands	Priority	26	7	OPREP-3	Email/Text/Voice C/S
11	Breach of Personally Identifiable Information (PII) or malicious activity on Combat Center networks (defacing, hacking, etc.).	Priority	27	9	OPREP-3	Email/Text/Voice C/S
12	When Medical Isolation Observation Centers (MIOC) facilities reach 50% capacity	Priority	14	13	Email	Email/Text/Voice C/S

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13	Any unaccounted Personnel – This includes exercise force or units, subordinate or tenant commands	Priority	N/A	N/A	OPREP-3	Email/Text/Voice C/S
14	Demonstration – riot or public incident at Service Level Training Installation	Priority	2,11,16	N/A	OPREP-3	Email/Text/Voice C/S or CG
15	Indicators and Warning – Legislation, Department of Defense, DON, or Service policy that impacts TECOM Objectives or progress of an Enduring priority	Priority	21	N/A	OPREP-3	Email/Text/Voice C/S or CG
16	Successful Unauthorized Installation Access (UIA) – When one or more individuals (which includes all foreign nationals) proceeds past the final point at which they would be forced to stop, such as final denial barriers at the Main ECP or past the automated gates at the Ocotillo and Condor ECPs. Administrative stops by pursuing security personnel are consider a successful UIA if they occur past the final point of forced stop	Urgent	6	11	OPREP-3	Voice Call C/S
17	Small Unmanned Aerial System (sUAS) incursion Any occurrence where a sUAS penetrates the installations established air space boundaries without prior authorization or coordination.	Urgent	6	11	OPREP-3	Voice Call C/S
18	Small Unmanned Aerial System (sUAS) incident -Any occurrence where sUAS(s) present a hazard or thereat to mission, the installation, including facilities and personnel. This includes sUAS hazards to or threat to airborne assets operating with our special use airspace.	Urgent	6	11	OPREP-3	Voice Call C/S or CG
Urgent	Contact CoS within 15 mins, no reply from CoS within 15 mins contact CG via phone call.					
Priority	Contact CoS within 1 hour between (0600-2400), in the event of no reply contact CG & CoS via email					
Notes	<p>1. Priority between (2400-0600) at discretion contact CoS via Email/Text/Voice</p> <p>2. The information requirements listed above may not cover all situations, but if a significant issue that you believe warrants attention occurs, then use the “Reasonable Marine” approach and report it. Marines should call the CDO to report an after hours CCIR/SIRs at (760)830-7200 or (760-401)6393 or email at 29palmscdo.fct@usmc.mil.</p> <p>3. After Leadership is notified and for all OPREP-3/SIRs ensure to promptly relay 5W’s to AC/S G7 at (760)83-5473 or (571) 606-1255 or via email at erin.adams@usmc.mil due to unknown media attention.</p> <p>***Ensure to ‘cc’ the SSEC on all email traffic/reporting to the Command Deck at Jonell.kosa@usmc.mil.</p>					