



**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

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, MAGTFTC 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 (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC), to include MAGTFTC 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 MAGTFTC, 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 MAGTFTC, 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 MAGTF/TC, MCAGCC AC/S G-1, Command Duty Officer (CDO) (after normal working hours), MAGTF/TC 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 in 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) MAGTF/TC, 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., MAGTF/TC, 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) MAGTF/TC, MCAGCC C/S, Assistant Chiefs of Staff (ACs/S), MAGTF/TC Subordinate Commanders and MCAGCC Tenant Commanders. Upon notification from

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 XOs 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



CG, MAGTFTC, MCAGCC CCIRs of 14 February 2025

CCIR#	MAGTFTC/MCAGCC CCIRs	Priority	TECOM CCIR	MCI-W CCIR	Report Required	MAGTFTC/MCAGCC CG Reporting Method
1	<b>Attack</b> - suspected attack, or imminent threat of attack on any Combat Center command or facility	Urgent	2	7 & 9	OPREP-3	Email/Text/Voice C/S
2	<b>Use of force</b> - that resulted in a weapon being drawn or used	Urgent	4	N/A	OPREP-3	Email/Text/Voice C/S
3	<b>Death - Very seriously injured (VSI) or Seriously ill (SI)</b> involving Combat Center subordinate or tenant commands (Suicide/Attempt/COVID)	Urgent	8 & 9	1 & 12	PCR	Email/Text/Voice C/S
4	<b>Class A or B mishap</b> - involving Combat Center subordinate or tenant commands	Urgent	6	2	OPREP-3	Email/Text/Voice C/S
5	<b>Significant</b> occurrence that merits TECOM or CMC level notification	Urgent	1-27	4	OPREP-3	Email/Text/Voice C/S
6	<b>Any degradation (damage)</b> 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	Email/Text/Voice C/S
7	<b>Sexual Assault</b> - Any incident involving O-6 or higher personnel or SAPR staff members	Urgent	5	10	OPREP-3	Email/Text/Voice C/S
8	<b>Potential significant media interest</b> regarding Combat Center subordinate or tenant commands - high profile incident, arrest, detention of personnel	Urgent	10	4	OPREP-3	Email/Text/Voice C/S
9	<b>Unauthorized</b> disclosure of classified information, and/or spillage	Priority	23 & 27	N/A	OPREP-3	Email/Text/Voice C/S
10	<b>Directed change to FPCON</b> to any affected Combat Center subordinate or tenant commands	Priority	26	7	OPREP-3	Email/Text/Voice C/S
11	<b>Breach</b> 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	<b>When Medical</b> Isolation Observation Centers (MIOC) facilities reach 50% capacity	Priority	14	13	Email	Email/Text/Voice C/S
13	<b>Any unaccounted personnel</b> - This includes exercise forces or units, subordinate or tenant commands	Priority	N/A	N/A	OPREP-3	Email/Text/Voice C/S
14	<b>Demonstration</b> - riot or public incident at Service-Level Training Installation	Priority	2, 11, 16	N/A	OPREP-3	Email/Text/Voice C/S
15	<b>Indicators and Warning</b> - 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
16	<b>Successful Unauthorized Installation Access (UIA)</b> – 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	Email/Text/Voice C/S



17	<b>Small Unmanned Aerial System (sUAS) Incursion –</b> Any occurrence where a sUAS penetrates the installation's established airspace boundaries without prior authorization or coordination.	Urgent	6	11	OPREP-3	Email/Text/Voice C/S
18	<b>Small Unmanned Aerial System (sUAS) incident-Any occurrence where sUAS(s) present a hazard or threat to mission, the installation , including facilities and personnel. This includes sUAS hazards to or threat to airborne assets operating within our special use airspace.</b>	Urgent	6	11	OPREP-3	Email/Text/Voice C/S
<b>Urgent</b>	Contact C/S within 15 mins, in the event of no reply from the C/S within 15 mins, contact CG via email					
<b>Priority</b>	Contact C/S within 1 hour between (0600-2400), in the event of no reply, contact C/S via email					
<b>Notes</b>	1. Priority between (2400-0600) at discretion, contact C/S via Email/Text/Voice 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. Call the CDO to report an after-hours CCIR/SIR at (760) 830-7200 or (760) 401-6393 or email at 29palmscco.fct@usmc.mil. 3. For all OPREP-3/SIRs ensure to immediately relay 5Ws to AC/S G-7 GEA at (760) 830-5473 or (571) 606-1255 or via email at erin.adams@usmc.mil due to unknown possible media attention.					