



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, D.C. 20380-3000

MCO 3504.2A  
POC  
07 AUG 2013

MARINE CORPS ORDER 3504.2A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: OPERATIONS EVENT/INCIDENT REPORT (OPREP-3) REPORTING

Ref: (a) CJCSM 3150.01B  
(b) CJCSM 3150.03D w/CH 1  
(c) SECNAV M-5210.1  
(d) NAVMC DIR 5210.11E  
(e) OPNAVINST 3100.6H (NOTAL)  
(f) Army Regulation (AR) 190-45  
(g) Air Force Instruction (AFI) 10-206  
(h) MCO 1700.28A  
(i) MCO 1752.5A  
(j) MCO 3040.4  
(k) SECNAV M-5214.1  
(l) DODI 1000.30

Encl: (1) OPREP-3 Reporting Requirements  
(2) OPREP-3 SIR Reportable Events or Incidents  
(3) OPREP-3 Reporting Contact Information  
(4) OPREP-3 SIR Message Format  
(5) OPREP-3 SIR Sample Message  
(6) OPREP-3 SIR Sample Hazing Message  
(7) OPREP-3 SIR Sample Sexual Assault Message

Report Required: OPREP-3 SIR, Event/Incident Report (Report Control Symbol EXEMPT), par. 3b

1. Situation. To publish policies and instructions for reporting events or incidents in accordance with the Joint Reporting Structure.

2. Cancellation. MCO 3504.2.

3. Mission. To standardize reporting policies, procedures, requirements, and products per references (a) through (l).

a. Reference (a) establishes procedures for a system of publications detailing standard reporting in DoD information systems. Additionally, reference (a) provides responsibilities of Joint Reporting Structure (JRS) participants, the procedures for maintaining, monitoring, and reviewing the JRS, instructions, guidelines, and standards to be used in the organization, and writing/promulgation of subordinate publications to the JRS.

b. Reference (b) establishes the OPREP-3 reporting system that military units at any level of command use to report significant events and incidents to the highest levels of command. References (c) and (d) establish the Marine Corps' records management procedures. The OPREP-3 reporting requirement is exempt from reports control per reference (k), Part IV, paragraph 7g. References (e), (f), and (g) outline OPREP procedures with sister services.

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c. The categories of OPREP-3 reports are:

(1) Reports to the National Military Command Center (NMCC). This category includes any OPREP-3 report where national-level interest has been determined. The originator sends these reports directly to the NMCC with the appropriate flag word. Flag words and the requirements for their use are outlined in reference (b).

(2) Reports to the Services and Combatant Commands. This category includes any OPREP-3 used to notify the appropriate Service or combatant command of a significant interest event or incident where national-level interest is not indicated or has not been determined. Services and combatant commands monitor these reports for national-level interest. Reports with national-level interest will be transmitted to the NMCC and all combatant commands with the appropriate flag word inserted into the identification line. Flag words and the requirements for their use are outlined in reference (b).

(3) Combatant Command and Service Reporting Systems. Combatant commands and Services may implement additional OPREP-3 reporting requirements not of national-level interest. Flag words associated with items of national level interest will not be used in these reports.

(a) OPREP-3 SERIOUS INCIDENT REPORT (SIR). This report provides the Commandant of the Marine Corps, through the Marine Corps Operations Center (MCO), information on any significant event or incident not of national-level interest or otherwise reported under another flag word. Enclosure (2) is a list of reportable events and incidents. This list is a general guideline and is not all-inclusive. When in doubt, submit a report.

(b) OPREP-3 NAVY BLUE (NB). This report provides the Chief of Naval Operations, through the Navy Operations Center, information on any significant event or incident not of national-level interest. When operating under the command of a senior U.S. Navy Headquarters, refer to reference (e).

(c) OPREP-3. This report provides the Chief of Staff of the Army, through the Army Operations Center, information on any significant event or incident not of national-level interest. When operating under the command of a senior U.S. Army Headquarters, refer to reference (f).

(d) OPREP-3 BEELINE (B) or HOMELINE (H). This report provides the Chief of Staff of the United States Air Force, through the Air Force Operations Center, information on any significant event or incident not of national-level interest. When operating under the command of a senior U.S. Air Force Headquarters, refer to reference (g).

(e) OPREP-3 WHITE PINNACLE (WP). This report is an unclassified exercise that contains simulated, time-critical information from operating forces to NMCC. This exercise is used to measure the timeliness of the OPREP-3 PINNACLE report. The time standard for WHITE PINNACLE exercises is 20 minutes. The exercise will be considered successful when at least one of the multiple reporting methods outline in reference (b) is received within the 20-minute time criteria.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide Marine Corps units with the information required to submit OPREP-3 SIR reports to the Commandant of the Marine Corps (CMC) and Senior Marine Corps Leadership for reportable events as listed in enclosure (2).

(2) Concept of Operations. OPREP-3 SIR reports will be submitted as follows:

(a) Synchronous Reports. Synchronous reporting refers to technologies such as chat rooms and telephones that provide an immediate acknowledgement of message receipt by higher echelons.

1. OPREP-3 PINNACLE (OPREP-3P) reports to NMCC. Marine units will submit all PINNACLE reports listed in enclosure (1) to NMCC via voice utilizing the numbers listed on enclosure (3). The secondary method is to broadcast on the NMCS command net chat room on DISA's Defense Connect Online Jabber Chat via the SIPR network. OPREP-3P synchronous reports are to be submitted within 15 minutes of becoming aware of any event or incident.

2. OPREP-3 SIR reports to HQMC. Provide a voice report to the MCOC within 30 minutes of any event or incident, or within 30 minutes of becoming aware of any event or incident, reportable under this directive. The voice report will include as much information as is available, but should at a minimum contain the date, time, location, unit/installation/personnel involved and a general description of the event or incident. Contact information for the MCOC is included in enclosure (3). In no case should the initial voice report be delayed beyond the 30 minute mark in order to obtain required or additional information; it is more important to report an incident has occurred than to report all information at one time. The initial synchronous (voice) report does not alleviate the requirement to submit an asynchronous (message) report. Both reports are required. Reporting methodology is as soon as possible synchronous report by appropriate secure/non-secure means followed by amplifying asynchronous communications.

(b) Asynchronous Reports. Asynchronous reporting refers to technologies such as blogs and Automatic Message Handling System (AMHS) where messages are left for later consumption by higher echelons (and any other interested parties).

1. OPREP-3/PINNACLE (OPREP-3P) reports to NMCC. Per NMCC direction, the primary method of reporting asynchronously to NMCC is via SIPR email. The secondary method of reporting asynchronously is via SKIWEB. OPREP-3P asynchronous reports are to be submitted within one hour of becoming aware of any event or incident. The NMCC SIPR email and URL for SKIWEB are listed on enclosure (3).

2. OPREP-3 SIR reports to HQMC. Marine Corps units will utilize AMHS to report asynchronously to HQMC. Provide an OPREP-3 message report within six hours of any event or incident, or within six hours of becoming aware of any event or incident, reportable under this directive. Message reports will be classified in accordance with their content and submitted in accordance with the format and samples provided in enclosures (4)

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through (7). Commands shall not delay reporting pending an official determination/outcome of investigation or preliminary inquiry. Supplemental message reports will be submitted as required to make corrections and/or to provide additional information.

#### 5. Administration and Logistics

a. For reports involving incidents of sexual assault, only the rank or grade will be provided to identify the victim, witnesses, and suspect (i.e. do not provide initials, last name, or last four of SSN). The report should state "omitted to protect confidentiality" under the rank field should providing the rank or grade compromise the confidentiality of the victim. Refer to enclosure (7) for sample sexual assault message.

b. OPREP-3 reports not involving sexual assault will include only the Electronic Data Interchange Personal Identifier (EDIPI) in accordance with reference (1).

c. OPREP-3 reports which involve Marine Corps ranges, such as "Things Falling Off Aircraft (TFOA)" (e.g., surface danger zones, weapons danger zones) require distribution and notification to Range and Training Area Management Branch (RTAMB), Training and Education Capabilities Division, Marine Corps Combat Development Command (C466).

d. Marine Corps units assigned or under the operational control of a combined, joint or other Service component headquarters will report in accordance with that headquarters' requirements and include CMC WASHINGTON DC PPO as an information addressee. Contact information for the respective Service operations centers is included in enclosure (3).

e. Command activities submitting OPREP-3 to higher headquarters, the military services and the NMCC shall retain all reports per reference (c) and (d).

f. Records created as a result of this Order shall be managed according to the National Archives and Records Administration approved dispositions per reference (c) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

#### 6. Command and Signal

a. Command. This Order is effective the date signed.

b. Signal. This Order is applicable to the Marine Corps Total Force.

  
R. L. BAILEY  
Deputy Commandant for  
Plans, Policies and Operations

DISTRIBUTION: 10203382300

**OPREP-3 REPORTING REQUIREMENTS**

<b>REPORTS TO THE NMCC: EVENT OR INCIDENT OF NATIONAL LEVEL INTEREST</b>			
<b>OPREP-3 PINNACLE FLAG WORD</b>	<b>EVENT OR INCIDENT REPORTING REQUIREMENT</b>	<b>REPORTING TIME REQUIREMENTS</b>	
		<b>VOICEREP (SYNCHRONOUS)</b>	<b>MESSAGE (ASYNCHRONOUS)</b>
OPREP-3 PINNACLE (OPREP-3P)	Provide the NMCC and Service HQs with immediate notification of any incident or event where national level interest is indicated.	15 MINUTES	1 HOUR
OPREP-3 PINNACLE NUCFLASH (OPREP-3PNF)	Used by any unit to report a situation that could lead to the outbreak of a nuclear war.	5 MINUTES	1 HOUR
OPREP-3 PINNACLE FRONT BURNER (OPREP-3PFB)	Used by any unit to report pre-conflict attack, harassment or hostile act against US forces.	15 MINUTES	1 HOUR
OPREP-3 PINNACLE BROKEN ARROW (OPREP-3PBA)	Used by any unit to report a US nuclear weapon accident that does not create the risk of a nuclear war.	15 MINUTES	1 HOUR
OPREP-3 PINNACLE EMPTY QUIVER (OPREP-3PEQ)	Used by any unit to report the seizure, theft or loss of a US nuclear weapon.	15 MINUTES	1 HOUR
OPREP-3 PINNACLE EMERGENCY DISABLEMENT (OPREP-3PED)	Used by any unit to report the command disablement or nonviolent disablement of US nuclear weapons.	15 MINUTES	1 HOUR
OPREP-3 PINNACLE EMERGENCY EVACUATION (OPREP-3PEV)	Used by any unit to report the emergency evacuation of US nuclear weapons.	15 MINUTES	1 HOUR
OPREP-3 PINNACLE COMMAND ASSESSMENT (OPREP-3PCA)	Used by the Combatant Commander to report the assessment of a developing or potential crisis situation.	15 MINUTES	1 HOUR
OPREP-3 PINNACLE LERTCON STATUS OF ACTIONS (OPREP-3PLSOA)	Used by the Combatant Commander to report the actions relative to changes in the alert condition (LERTCON) of forces.	15 MINUTES	1 HOUR
OPREP-3 WHITE PINNACLE (OPREP-3WP)	Used by the NMCC and combatant commanders to exercise OPREP-3 procedures to evaluate the timeliness of the reports.	20 MINUTES	1 HOUR

<b>REPORTS TO THE SERVICES AND COMBATANT COMMANDS: EVENT OR INCIDENT WHERE NATIONAL-LEVEL INTEREST IS NOT INDICATED OR HAS NOT BEEN DETERMINED</b>			
<b>OPREP-3 FLAG WORD</b>	<b>REPORTING REQUIREMENT</b>	<b>REPORTING TIME REQUIREMENTS</b>	
		<b>VOICEREP (SYNCHRONOUS)</b>	<b>MESSAGE (ASYNCHRONOUS)</b>
OPREP-3	Used by any unit to report any event or incident where national-level interest is not indicated or has not been determined.	15 MINUTES	1 HOUR
OPREP-3 BENT SPEAR (OPREP-3BS)	Used by any unit to report incidents involving nuclear weapons that are of significant interest, but are not categorized as PINNACLE NUCFLASH or PINNACLE BROKEN ARROW.	5 MINUTES	1 HOUR
OPREP-3 FADED GIANT (OPREP-3FG)	Used by any unit to report nuclear or radiological accidents or incidents.	15 MINUTES	1 HOUR
OPREP-3 CRESCENT EDGE (OPREP-3CE)	Used by any unit to advise Special Access Programs (SAP) program managers of events or incidents that meet OPREP-3 reporting criteria.	15 MINUTES	1 HOUR
OPREP-3 DULL SWORD (OPREP-3DS)	Used by any unit to report, in accordance with Service guidelines, a nuclear weapon event not categorized as an accident (OPREP-3PBA) or incident (OPREP-3BS). USMC reports will be in accordance with OPREP-3 SIR guidelines.	15 MINUTES	1 HOUR

OPREP-3 REPORTING REQUIREMENTS

REPORTS TO THE SERVICES: EVENT OR INCIDENT NOT OF NATIONAL-LEVEL INTEREST			
OPREP-3 FLAG WORD	REPORTING REQUIREMENT	REPORTING TIME REQUIREMENTS	
		VOICEREP (SYNCHRONOUS)	MESSAGE (ASYNCHRONOUS)
OPREP-3 (USMC) SIR (OPREP-3 SIR)	Used by USMC units and installations to report event or incident that is not of national-level interest or otherwise reported under another flag word.	30 MINUTES	6 HOURS
OPREP-3 (USN) NAVY BLUE (OPREP-3 NB)	Used by USN units and installations to report event or incident that is not of national-level interest or otherwise reported under another flag word.	5 MINUTES	1 HOUR
OPREP-3 (USAF) BEELINE or HOMELINE (OPREP-3B) (OPREP-3H)	Used by USAF units and installations to report event or incident that is not of national-level interest or otherwise reported under another flag word.	15 MINUTES	1 HOUR
OPREP-3 (USA) (OPREP-3)	Used by USA units and installations to report event or incident that is not of national-level interest or otherwise reported under another flag word.	IMMEDIATELY	12 / 24 HOURS

OPREP-3 SIR REPORTABLE EVENTS OR INCIDENTS

1. Event or incident of a military, political or environmental nature, foreign or domestic, that involves Marine Corps personnel, units or installations that may evoke a local or national official reaction, United States Congressional interest or media attention.
2. Event or incident, whether during normal duty or associated with an operation or exercise, 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. Loss or compromise of classified information that may compromise operational plans.
4. Event or incident of actual or suspected covert action against any Marine Corps unit or installation.
5. Event or incident of large scale civil disorder involving Marine Corps personnel, units or installations.
6. Class A, B or C Aircraft Mishap. Commands must not delay reporting pending an official determination of the mishap class or pending notification of any intermediate headquarters. If there is a potential for a "Class C" or greater mishap, OPREP-3 procedures must be initiated.
7. Things Falling Off Aircraft (TFOA).
8. Serious criminal event or incident that may result in foreign or domestic criminal jurisdiction over Marine Corps personnel and/or their dependent(s).
9. All unrestricted reports/incidents of actual, suspected or alleged sexual assault. Restricted reports, by definition, are not to be reported.
10. All incidents of actual, suspected or alleged hazing.
11. All suicidal ideations, attempts or actual suicides.
12. All alleged violations of the Law of Armed Conflict.
13. Hate crime incidents resulting in death, injury requiring hospitalization or significant property damage, or that adversely affect the equal opportunity climate of a unit or installation.
14. Natural or destructive weather event or manmade incident that threatens life, property, severely delays/cancels an operation or training exercise or causes a unit to displace to an alternate headquarters/location.
15. The diagnosis of any disease of potential epidemic significance or an extensive outbreak of any condition among Marine Corps personnel that may require quarantine or that may potentially degrade the operational readiness of a unit or installation.
16. Any other event or incident not previously listed that, in the judgment of the unit commander, is of significant Marine Corps interest.



OPREP-3 REPORTING CONTACT INFORMATION

<b>NATIONAL MILITARY COMMAND CENTER (NMCC)</b>	
Commercial	(703) 692-4595/4598
DSN	225-0100/0098
Red Switch	80-228-7057/7056
NJOIC Battle Watch Captain SIPR Email	<a href="mailto:Njoic.battlecaptain@js.smil.mil">Njoic.battlecaptain@js.smil.mil</a>
Defense Connect Online (NIPR)	<a href="https://www.dco.dod.mil">https://www.dco.dod.mil</a>
Defense Connect Online (SIPR)	<a href="https://www.dco.dod.smil.mil">https://www.dco.dod.smil.mil</a>
JS NJOIC, POC, DCO Jabber Chat, js.njoic@conference.chat.dco.dod.smil.mil	
SKIWEB	<a href="https://skiweb.ges.smil.mil/skiweb-web/">https://skiweb.ges.smil.mil/skiweb-web/</a>
<b>MARINE CORPS OPERATIONS CENTER (MCOC)</b>	
Commercial	(703) 695-5454
Toll-Free	(866) HQMC NOW (476-2669)
DSN	225-5454
Commercial STE	(703) 693-4397
DSN STE	223-4397
Red Switch	228-2538
NIPR Email	<a href="mailto:Hqmc.mcc2@usmc.mil">Hqmc.mcc2@usmc.mil</a>
SIPR Email	<a href="mailto:Hqmcw01@hqmc.usmc.smil.mil">Hqmcw01@hqmc.usmc.smil.mil</a>
AMHS	CMC WASHINGTON DC PPO
<b>NAVY OPERATIONS CENTER (NOC)</b>	
Commercial	(703) 693-2006
DSN	223-9284
Commercial STE	(703) 693-2006 or (703) 692-9284
DSN STE	223-2006 or 222-9284
Red Switch	228-2767
<b>ARMY OPERATIONS CENTER (AOC)</b>	
Commercial	(703) 692-2240/2241
DSN	222-2240
Commercial STE	(703) 693-9102
DSN STE	223-9102
Red Switch	228-2162
<b>AIR FORCE OPERATIONS CENTER (AFOC)</b>	
Commercial	(703) 695-7220
DSN	225-7220
Commercial STE	(703) 693-5511
DSN STE	223-5511
Red Switch	228-2301



OPREP-3 SIR MESSAGE FORMAT

(CLASSIFICATION DETERMINED BY INFORMATION IN THE REPORT)

FROM:

TO: CMC WASHINGTON DC PPO

INFO: CHAIN OF COMMAND

REGIONAL MARFOR (MARFOR WHERE INCIDENT OCCURRED)

(CLASS) //N05740//

EXER/EXERCISE NAME/ADDITIONAL IDENTIFIER//

EXERCISE NAME = ENTER THE EXERCISE NAME

ADDITIONAL IDENTIFIER = ENTER THE ADDITIONAL EXERCISE IDENTIFIER

(DO NOT USE EXER AND OPER IN THE SAME MESSAGE)

OPER/OPERATION NAME/PLAN ORIGINATOR/OPTION NAME/2D OPTION NAME//

OPERATION NAME = SELF EXPLANATORY

PLAN ORIGINATOR = PLAN ORIGINATOR AND NUMBER

OPTION NAME = CODE NAME FOR OPERATIONS WITHIN THE OPERATION PLAN

2D OPTION NAME = SECOND CODE NAME FOR OPERATION WITHIN THE OPERATION PLAN

MSGID/TITLE/UNIT/SERIAL #/MONTH/QUALIFIER/QUALIFIER SERIAL #//

TITLE = OPREP-3 SIR

UNIT= UNIT ORIGINATING MSG

SERIAL # = FIRST INCIDENT REPORTED EACH CALENDAR YEAR WILL BE SERIAL 001.

ALPHABETIC SUFFIX (E.G., 001A, 001B, ETC.) WILL

IDENTIFY ADDITIONAL REPORTS ON THE SAME INCIDENT. REPORTS

OF SUBSEQUENT INCIDENTS WILL BE SERIALIZED NUMERICALLY (I.E:

002 THROUGH 999).

MONTH = FIRST THREE LETTERS OF THE MONTH

QUALIFIER = IF THIS IS A FIRST REPORT THIS FIELD IS BLANK; IF THIS MSG

PROVIDES ADDITIONAL INFORMATION USE "AMP" FOR AMPLIFIES OR DEV FOR

DEVIATIONS FROM A PREVIOUS MESSAGE.

QUALIFIER SERIAL = HOW MANY MESSAGES HAVE BEEN SENT QUALIFYING THE BASIC

MESSAGE: (THE INITIAL VOICE REPORT DOES NOT COUNT AS A MESSAGE TO BE

AMPLIFIED.)

REF/SERIAL LETTER/ORIGINATOR/DTG/SERIAL #/SPECIAL NOTATION//

SERIAL LETTER = (USMTF/DMS MESSAGE SHORT TITLE) OR (TYPE OF REFERENCE =

"DOC" FOR DOCUMENT, "TEL" FOR TELEPHONIC NOTIFICATION, "MSG" FOR

MESSAGE)

ORIGINATOR = SELF EXPLANATORY

DTG = DATE TIME GROUP

SERIAL NUMBER = REFERENCED MSG

SPECIAL NOTATION = "NOTAL" OR "PASEP" FOR REFERENCES NOT SENT TO ALL MSG  
ADDRESSEES, OR TO BE PASSED SEPARATELY)

NARR/FREE TEXT TO EXPLAIN REFERENCES//

POC/NAME/RANK/UNIT/BILLET/PHONE/EMAIL ADDRESS//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/1. SUMMARIZE FACTUAL INFORMATION  
CONCERNING THE INCIDENT. THE EXTENT OF INJURIES TO PERSONNEL (CONDITION AND  
PROGNOSIS) AND ESTIMATED DOLLAR VALUE OF DAMAGES OR LOSS WILL BE INCLUDED.  
REPORT IF ALCOHOL IS INVOLVED. IF VEHICLE, WAS A SEATBELT USED OR IF  
MOTORCYCLE, WAS A HELMET AND REQUIRED SAFETY EQUIPMENT WORN AND WAS DRIVER  
LICENSED. ADDRESS CREW DAY IF APPLICABLE AND IF THOSE INVOLVED PARTICIPATED IN  
OIF/OEF. REPORT THE EXACT LOCATION USING THE NAME OF THE LOCATION OR MILES TO  
THE NEAREST IDENTIFIABLE LANDMARK. USE MAP GRID COORDINATES ONLY WHEN OTHER  
MEANS OF IDENTIFYING THE LOCATION ARE IMPRACTICABLE, AND THEN IDENTIFY THE MAP  
COMPLETELY.

2. DATE TIME GROUP OF INCIDENT.
3. PERSONNEL INVOLVED:

A. SUSPECT, VICTIM, WITNESS, SENTRY, DRIVER, OR OTHER APPROPRIATE DESCRIPTION.

(1) RANK OR TITLE.

(2) FIRST NAME, MIDDLE INITIAL, LAST NAME. (FOR REPORTS INVOLVING INCIDENTS OF SEXUAL ASSAULT, DO NOT PROVIDE ANY NAMES OR INITIALS. SEE ENCLOSURE 6 FOR AN EXAMPLE)

(3) SOCIAL SECURITY NUMBER (LAST 4 SSN). (FOR REPORTS INVOLVING INCIDENTS OF SEXUAL ASSAULT, DO NOT PROVIDE THE LAST FOUR. IF CIVILIANS, INDICATE THEIR STATUS; IE., DEPENDENT, ETC., IN PLACE OF SSN.)

(4) UNIT ORGANIZATION OR ADDRESS.

(5) RACE, GENDER. (E.G., AMER-INDIAN, FEMALE)

(6) STATUS AND LOCATION OF PERSONNEL INVOLVED.

B. REPEAT PARAGRAPH A FOR ADDITIONAL: SUSPECTS, VICTIMS, WITNESSES OR OTHERS AS NECESSARY.

4. DESIGNATION OF THE ORGANIZATION OR OFFICES, MILITARY AND CIVILIAN, CONDUCTING THE INVESTIGATION AND/OR POINTS OF CONTACT FOR INFORMATION.

5. STATEMENT AS TO PRESENT OR ANTICIPATED REACTION OF THE CIVIL POPULACE TO THE INCIDENT. INCLUDE A STATEMENT THAT THE COGNIZANT PUBLIC AFFAIRS OFFICE (HAS) (HAS NOT) BEEN NOTIFIED OF THIS INCIDENT. INCLUDE PRESENT MEDIA COVERAGE TO DATE AND ANTICIPATED NEWS MEDIA INTEREST IN THE INCIDENT.

6. STATEMENT THAT THE UNIT (HAS) (HAS NOT) NOTIFIED HQMC OF THIS REPORTABLE EVENT VIA VOICE REPORT.

7. STATEMENT THAT THE LOCAL INTELLIGENCE OFFICER (HAS) (HAS NOT) BEEN NOTIFIED OF THIS INCIDENT.

8. FURTHER ACTION BEING TAKEN. ADD ANY FURTHER INFORMATION THAT IS PERTINENT. FOR EXAMPLE: IF THE MARINE WAS INJURED WHERE WAS THE MARINE TREATED? (HOSPITAL, BATTALION AID STATION (BAS), CLINIC, ETC. AND HIS CONDITION AND PROGNOSIS) (BE AWARE THAT DEPENDING ON THE SERIOUSNESS OF THE INJURY(IES) SUSTAINED, A PERSONNEL CASUALTY REPORT (PCR) MAY ALSO BE REQUIRED PER MCO 3040.4 (REF (J)).

DECL/ENTER DECLASSIFICATION OR DOWNGRADING INSTRUCTIONS///

OPREP-3 SIR SAMPLE MESSAGE

TO: CMC WASHINGTON DC PPO  
CC:

SUBJECT: OPREP-3SIR/M000201/001  
MSGID/GENADMIN/CMC WASHINGTON DC PPO POC//  
SUBJ/OPREP-3SIR/M000201/001 //  
REF/A/DOC/CMC/MCO 3504.2A//

REF/B/TEL/CDO I MEF/132000ZAUG2003//

NARR/REF A IS MCO ON OPREP-3SIR: SERIOUS INCIDENT REPORTS. REF B IS  
VOICE REPORT SUBMITTED TO THE MCCO.//

POC/I. M. MARINE/GYSGT/I MEF ADJUTANT CHIEF/-/TEL: 760-365-1234  
/EMAIL: IMMARINE@IMEF.USMC.MIL//

GENTEXT/REMARKS/1. WHILE ON POST AS GUARD FOR THE MEF HEADQUARTERS  
ARMORY, CAMP DEL MAR, MCB CAMP PENDLETON, CA, PFC HARDCHARGER NOTICED A  
CIVILIAN VEHICLE WHO THEN FIRED AT THE VEHICLE WITH HIS SERVICE 9MM PISTOL.  
SNM FIRED 2 ROUNDS KILLING THE DRIVER AND INJURING THE PASSENGER OF THE  
VEHICLE. BASE MILITARY POLICE RESPONDED TO THE SCENE AND FOUND THAT THE  
VEHICLE WAS OCCUPIED BY TWO SUSPECTED CIVILIANS THAT HAD GAINED ENTRY TO MCB  
CAMP PENDLETON ILLEGALLY. ALCOHOL WAS NOT INVOLVED. PFC HARDCHARGER SUSTAINED  
A BROKEN FOOT WHEN THE VEHICLE RAN OVER IT.

2. 131945L AUG 12 (131945Z AUG 12)

3. PERSONNEL INVOLVED:

A. VICTIM

1. PFC
2. JOHN B. HARDCHARGER
3. 3456
4. ARMORY CO, I MHG, MCB CAMP PENDLETON, CA
5. CAUCASIAN/MALE
6. NAVAL HOSPITAL MCB CAMPEN

B. SUSPECT

1. CIVILIAN (DRIVER)
2. PAUL D. SLIME
3. UNKNOWN
4. N/A
5. CAUCASIAN/MALE
6. DECEASED/AT SCENE

C. SUSPECT

1. CIVILIAN (PASSENGER)
2. JOE Q. LAWBREAKER
3. UNKNOWN
4. N/A
5. HISPANIC/MALE
6. BASE PMO

D. WITNESS

1. CPL
2. IWAS THERE
3. 1234
4. AMMO CO, 1ST BN 5TH MAR, 1ST MARDIV
5. AFRICAN AMERICAN/ MALE
6. AT SCENE

4. NCIS MCB CAMPEN AND OCEANSIDE PD. POC J. GIBBS, NCIS, 760-725-1234. POC  
OCEANSIDE PD DET WHITE 760-555-4567.

5. HIGH MEDIA INTEREST IS PRESENT AT THIS TIME. MCB CAMPEN PAO HAS BEEN NOTIFIED AND IS AT THE SCENE HANDLING ALL MEDIA QUERIES.

6. THE LOCAL INTELLIGENCE OFFICER AT I MEF G-2 HAS BEEN NOTIFIED.

7. PFC HARDCHARGER IS BEING TREATED AT THE CAMP PENDLETON NAVAL HOSPITAL FOR A BROKEN FOOT. HIS CONDITION IS GOOD AND PROGNOSIS IS GOOD. IT IS BELIEVED HE WILL BE TREATED AND RELEASED.

DECL/ENTER DECLASSIFICATION OR DOWNGRADING INSTRUCTIONS///

OPREP-3 SIR SAMPLE MESSAGE - HAZING

TO: CMC WASHINGTON DC PPO

CC:

SUBJECT: OPREP-3SIR/M000201/001

MSGID/GENADMIN/CMC WASHINGTON DC PPO POC//

SUBJ/OPREP-3SIR/M000201/001 //

REF/A/DOC/CMC/MCO 3504.2A//

REF/B/TEL/CDO II MEF/131930ZAUG2012//

NARR/REF A IS MCO ON OPREP-3SIR: SERIOUS INCIDENT REPORTS. REF B IS  
VOICE REPORT SUBMITTED TO THE MCOC.//

POC/I. M. MARINE/GYSGT/II MEF ADJUTANT CHIEF/-/TEL: 910-365-1234

/EMAIL:IMMARINE@IIMEF.USMC.MIL//

GENTEXT/REMARKS/1. EARLIER THIS MORNING, CLB-6 BECAME AWARE OF AN ALLEGATION OF HAZING WHICH OCCURRED IN THE EARLY MORNING HOURS. SOMETIME BETWEEN 0300-0400, THREE NEW JOIN MARINES WERE REPORTEDLY PULLED OUT OF THEIR RACKS AND THEN SUBSEQUENTLY ASSAULTED. INITIAL REPORTING INDICATES THAT THE MARINES HANDS WERE BOUND BEHIND THEIR BACKS, WERE QUIZZED ON KNOWLEDGE, AND WERE THEN PUNCHED AND KICKED IF THEY ANSWERED INCORRECTLY. THE VICTIMS STATED THAT THEY WERE REPEATEDLY PUNCHED IN THE FACE AND BACK AND KICKED IN THE SHINS BY THE SUSPECTS. LANCE CORPORAL TAKE A. STAND WAS WALKING TO HER ROOM AND OBSERVED THE HAZING. SHE IMMEDIATELY TOOK ACTIONS TO STOP THE HAZING AND WAS THEN ASSAULTED SO SEVERELY SHE SUSTAINED INTERNAL INJURIES. INJURIES SUSTAINED BY THE OTHER VICTIMS INCLUDED BRUISING TO THE FACE, BACK, AND SIDES. BASED ON PRELIMINARY FINDINGS, THE COMMANDING OFFICER OF CLB-6 HAS PLACED THE SUSPECTS IN PRE-TRIAL CONFINEMENT. THIS INCIDENT IS PENDING FURTHER INVESTIGATION.

2. 131545L AUG 12 (131845Z AUG 12)

3. PERSONNEL INVOLVED:

A. VICTIM

1. PFC
2. DISILLUSIONED, MARK A.
3. 1234
4. CLB-6
5. HISPANIC, MALE
6. CLB-6

B. VICTIM

1. PFC
2. LETDOWN, MICHAEL A.
3. 7654
4. CLB-6
5. CAUCASIAN, MALE
6. CLB-6

C. VICTIM

1. PFC
2. INJURED, MARY L.
3. 9876
4. CLB-6
5. CAUCASIAN, FEMALE
6. CLB-6

D. VICTIM

1. LCPL
2. STAND, TAKE A.
3. 5167
4. CLB-6
5. BLACK, FEMALE
6. CLB-6

E. SUSPECT

1. LCPL
2. KICKER, JOHN A.
3. 5555
4. CLB-6
5. CAUCASIAN, MALE
6. BRIG, CLNC

F. SUSPECT

1. CPL
2. ASSAULT, JAMES W.
3. 5601
4. CLB-6
5. BLACK, MALE
6. BRIG, CLNC

G. SUSPECT

1. CPL
2. PUNCHER, MARIA J.
3. 0676
4. CLB-6
5. HISPANIC, FEMALE
6. BRIG, CLNC

4. NCIS MCB CLNC AND JACKSONVILLE PD. POC J. GIBBS, NCIS, 910-725-1234. POC JACKSONVILLE PD DET WHITE 910-555-4567.
5. NO MEDIA INTEREST IS EXPECTED AT THIS TIME. MCB CAMP LEJEUNE PAO HAS NOT BEEN NOTIFIED.
6. THE LOCAL INTELLIGENCE OFFICER AT II MEF G-2 HAS BEEN NOTIFIED.
7. LCPL TAKE A. STAND WAS TAKEN TO THE CAMP LEJEUNE NAVAL HOSPITAL AND WAS ADMITTED DUE TO THE SEVERITY OF HER INJURIES. LCPL KICKER, LCPL PUNCHER, AND LCPL ASSAULT HAVE BEEN ORDERED TO CONFINEMENT AT THE CAMP LEJEUNE BRIG AND ARE CURRENTLY CONDUCTING IN-PROCESSING.///

OPREP-3 SIR SAMPLE MESSAGE - SEXUAL ASSAULT

TO: CMC WASHINGTON DC PPO  
CC:

SUBJECT: OPREP-3SIR/M000201/001  
MSGID/GENADMIN/CMC WASHINGTON DC PPO POC//  
SUBJ/OPREP-3SIR/M000201/001 //  
REF/A/DOC/CMC/MCO 3504.2A//

REF/B/TEL/CDO I MEF/131930ZAUG2012//

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/EMAIL: IMMARINE@IMEF.USMC.MIL//

GENTEXT/REMARKS/1. AN INCIDENT OF SEXUAL ASSAULT WAS REPORTED TO HAVE OCCURRED  
IN BARRACKS Q, 2400-0600. (NO DETAILS ABOUT THE INCIDENT SHALL BE PROVIDED).

2. 131245L AUG 12 (131845Z AUG 12)

3. PERSONNEL INVOLVED:

A. VICTIM

1. PFC (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF  
THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY

2. XXXX (DO NOT INCLUDE LAST NAME IN SEXUAL ASSAULT REPORTS)

3. XXXX (DO NOT INCLUDE SSN IN SEXUAL ASSAULT REPORTS)

4. 3D BN, 5TH MARINES, CAMP PENDLETON, CA

5. CAUCASIAN/MALE (IF PROVIDING THE RACE/GENDER WILL COMPROMISE THE  
CONFIDENTIALITY OF THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO  
PROTECT CONFIDENTIALITY.

6. NAVAL HOSPITAL MCB CAMP PENDLETON, CA

B. SUSPECT

1. SGT (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF  
THE SUSPECT, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY

2. XXXX (DO NOT INCLUDE LAST NAME IN SEXUAL ASSAULT REPORTS)

3. XXXX (DO NOT INCLUDE SSN IN SEXUAL ASSAULT REPORTS)

4. 3D BN, 5TH MARINES, CAMP PENDLETON, CA

5. CAUCASIAN/MALE

6. BASE PMO

4. NCIS MCB CAMPEN IS CONDUCTING AN INVESTIGATION. POC J. GIBBS, NCIS, 760-  
725-1234. POC SAN CLEMENTE PD DET WHITE 760-555-4567.

5. NO MEDIA INTEREST IS EXPECTED AT THIS TIME. MCB CAMP PENDLETON PAO HAS  
NONETHELESS BEEN NOTIFIED.

6. THE LOCAL INTELLIGENCE OFFICER AT I MEF G-2 HAS BEEN NOTIFIED. (IN SEXUAL  
ASSAULT CASES, THE INTELLIGENCE OFFICER WILL BE NOTIFIED IF A MEMBER OF THE  
COMMAND IS ACCUSED OF COMMITTING A SEXUAL ASSAULT.)

7. THE SARC AND/OR UVA AT 5TH MARINES HAS BEEN NOTIFIED OF THE INCIDENT.///