



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
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CO
5 Mar 21

POLICY LETTER 2-21

From: Commanding Officer
To: Distribution List

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS

Ref: (a) CCO 3504.1, Commander's Critical Information Requirements Reporting Policy
(c) MCO 3504.2A, Operations Event/Incident Report (OPREP-3 Reporting)

Encl: (1) HQBN Commander's Critical Information Requirement Matrix

1. Purpose. To establish Commander's Critical Information Requirement (CCIR) reporting policy for Headquarters Battalion (HQBN).

2. Information. The timely and accurate reporting of CCIRs provide Commanders the relevant information they need to make informed decisions resulting from casualties and serious incidents or events that may affect Marines, Sailors, or their families. The references provide reporting procedures for specific higher headquarters reporting. Enclosure (1) outlines the reporting criteria for HQBN. Initial reports may often be incomplete or inaccurate, but gathering enough information in the initial 'five W's' prior to reporting will more sufficiently inform follow-on reporting and actions. Updates to initial reports can be made as information is made available. There are three distinct types of report notifications:

a. Urgent. Reports of incidents that **will** require higher headquarters reporting **within 30 minutes** of initial report and require immediate notification.

b. Priority. Reports of incidents that **will** require higher headquarters reporting **within 1 hour** of initial report.

c. Routine. Reports of incidents that **do not** require higher headquarters reporting, but will require Commanding Officer notification through the chain of command.

3. Scope. Following the notification procedures outlined in enclosure (1) will ensure the timely completion of CCIR reporting and facilitate follow-on reporting. If Personnel Casualty Reports (PCR) or Serious Incident Reports (SIR) are required, S-1 personnel will release the report after receiving guidance from the Battalion Executive Officer or Commanding Officer.


A. J. MARTINEZ

Distribution: A

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

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| HQBN CCIIR | Type |
|--|----------|
| A suspected attack or imminent threat of attack on any Combat Center command or facility | Urgent |
| Use of Force that resulted in a weapon being drawn or used | Urgent |
| Death, Very Seriously Injured (VSI), or Seriously Injured (SI), including suicide and confirmed suicide attempt | Urgent |
| Class A or B Mishap | Urgent |
| Significant occurrence that merits TECOM or CMC level notification | Urgent |
| Any Degradation (damage) to infrastructure or services that significantly impacts training or functions aboard the Combat Center to include the decision to pause or continue training | Urgent |
| Unauthorized Disclosure of classified information and/or spillage | Urgent |
| Potential Significant Media Interest or high profile incident, arrest, detention of personnel | Urgent |
| Directed Change to FPCON | Priority |
| Breach of PII or Malicious Activity conducted on Combat Center networks | Priority |
| Medical Isolation Observation Center capacity exceeds 50% capacity | Priority |
| Unaccounted Personnel | Priority |
| Hospitalization or Emergency Room visit | Routine |
| Confirmed suicidal ideation (deemed NSI by medical authority) | Routine |
| Facilities and housing discrepancies that pose a health, safety, or security concern | Routine |
| Incident involving potential Sexual Assault | Routine |
| Incident involving potential Hazing | Routine |
| Incident involving potential Domestic Violence | Routine |
| Pending removal of a Marine, spouse, or dependent from their residence by military or civilian law enforcement or Child and Family Services | Routine |
| Detention of a Marine or Sailor by military or civilian law enforcement, to include as a victim or witness | Routine |

Urgent Notifications - **Report immediately.** Until contact is confirmed, order of reporting is Sergeant Major, XO, CO, Adjutant via phone/voice. In the event telephonic contact cannot be established, provide voicemail w/ 5 W's, and also follow-up with a text message/e-mail, and then continue to attempt to make contact. The HQBN OOD will concurrently notify the MAGTF/TC/MCAGCC Command Duty Officer.

Priority Notifications - **Report within 1 hour.** Between 0600-2400, order of reporting is Sergeant Major, XO, CO via phone/voice. Between 2400-0600, order of reporting is Company First Sergeant, Company Commander via phone/voice followed by a notification to the Sergeant Major, XO, CO after 0600. If no reply from Company First Sergeant within 15 min, contact the Company Commander, and continue until contact is made. In the event telephonic contact cannot be established, provide voicemail w/ 5 W's, and also follow-up with a text message/e-mail, and then continue to attempt to make contact. The HQBN OOD will concurrently notify the MAGTF/TC/MCAGCC Command Duty Officer.

Routine Notifications - **Report promptly after ensuring the safety of all parties involved.** Between 0600-2400, order of reporting is Section OIC, Company First Sergeant, Company Commander, Sergeant Major, XO, CO via

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phone/voice. Between 2400-0600, order of reporting is Section OIC, Company First Sergeant, Company Commander via phone/voice followed by a notification from Company leadership to the Sergeant Major, XO, CO. If no reply from Company First Sergeant within 15 min, contact the Company Commander, and continue until contact is made. In the event telephonic contact cannot be established, provide voicemail w/ 5 W's, and also follow-up with a text message/e-mail. The HQBN OOD will concurrently notify the MAGTFTC/MCAGCC Command Duty Officer.

(Enclosure 1)