



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 3040.1J
ADJ

JUL 20 2020

AIR STATION ORDER 3040.1J

From: Commanding Officer
To: Distribution List

Subj: PERSONNEL CASUALTY REPORTING AND SERIOUS INCIDENT REPORTING PROCEDURES

Ref: (a) DoDI 1300.18 W/ CH 1
(b) MCO 3040.4
(c) MCO 3504.2A
(d) MCIEAST-MCB CAMLEJO 3040.1E

Encl: (1) OPREP-3 SIR Reportable Events or Incidents
(2) Sample DCIPS Generated PCR Message
(3) Sample DCIPS Generated PCR Message Involving Attempted Suicide
(4) Sample OPREP-3 SIR Involving a Sexual Assault
(5) Sample OPREP-3 SIR Involving Suicidal Ideations/Gestures
(6) Sample OPREP-3 SIR Involving Hazing

1. Situation. Per the references, the Department of Defense has mandated that all personnel casualty reports (PCRs) be submitted utilizing the Defense Casualty Information Processing System (DCIPS). Serious Incident Reports (SIRs) will be submitted using the OPREP-3 SIR reporting system outlined in reference (c).

2. Cancellation. ASO 3040.1H.

3. Mission. In accordance with reference (d), all Marine Corps Installations East (MCIEAST) commands will submit reportable casualties utilizing DCIPS. An OPREP-3 SIR will be submitted on all serious events or incidents as described in reference (c) via the Automated Message Handling System (AMHS) or e-mail.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure accurate and timely reporting of casualties, life threatening injuries, and serious incidents/events.

(2) Concept of Operations

(a) This Order shall be used in conjunction with the references and other current regulations and directives.

(b) OPREP-3 SIRs and PCRs prepared at HQHQRON will be forwarded to the Commanding Officer (CO), Marine Corps Air Station (MCAS) Beaufort for review.

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

b. Tasks(1) CO, Headquarters and Headquarters Squadron (HQHQRON)

(a) Ensure that the most current version of DCIPS Forward is operational in your command.

(b) Submit all PCRs via DCIPS to the MCAS Adjutant, in accordance with reference (a).

(c) Submit all PCRs and OPREP-3 SIRs in accordance with the timelines outlined in reference (b).

(d) Develop a viable plan to generate PCRs and OPREP-3 SIR reports after hours and during weekends or holiday routines.

(e) Conduct line of duty/misconduct investigations when required.

(2) Adjutant, MCAS Beaufort

(a) Provide assistance to subordinate commands as required.

(b) Notify the Executive Officer (XO), MCAS Beaufort when a PCR or OPREP-3 SIR is received.

(c) Upon approval from CO, MCAS Beaufort release the PCR or OPREP-3 SIR.

(3) Station Duty Officer, MCAS Beaufort

(a) Upon notification of a casualty, determine that the casualty is a member of HQHQRON. If not, refer the caller to the appropriate command.

(b) Upon notification of a serious incident/event, determine if it is a reportable event in accordance with enclosure (1) and the parent command(s) of any personnel involved to conduct follow on notifications and appropriate actions.

(c) Notify the below personnel in the order indicated:

1. Adjutant, MCAS Beaufort
2. XO, MCAS Beaufort
3. Sergeant Major, MCAS Beaufort
4. Other departments, as directed

c. Coordinating Instructions(1) Casualty Reporting(a) Personnel Casualties

1. Make voice notification to the Marine Corps Casualty Section (MFPC) at commercial (703) 695-9512/DSN 278-9512/Toll Free (800) 847-1597 to report any casualties.

2. Make voice notification to MCIEAST CDO and MCIEAST Adjutant at commercial (910) 451-3033/4455/2414 or DSN 751-3033/4455/2414.

(b) Voice notification to MFPC for all reportable casualties is required no later than one hour after becoming aware of a casualty.

(c) A PCR shall be submitted using DCIPS as soon as complete and verified information can be reported, and after MCIEAST review. Close liaison must be maintained between all concerned organizations and agencies (e.g. local law enforcement, hospitals, Marine Corps activities, etc.) to ensure accuracy.

(d) Do not report "Not Seriously Ill or Injured (NSI)" casualties, unless it is an attempted suicide.

(e) Enclosures (2) and (3) are examples of PCRs for reference.

(2) Serious Incident Reporting

(a) Serious Incidents/Events

1. Make voice notification to the Marine Corps Operations Center (MCOC) at commercial (703) 695-5454/DSN 278-5454/Toll Free (866) 876-2669 to report any serious events/incidents.

2. An OPREP-3 SIR voice report is due within 30 minutes after becoming aware of the incident/event. The message is due to MCOC within six hours of the initial voice report, unless otherwise directed by the MCOC. Do not delay reporting information to obtain required or additional information.

3. Reference (c), provides detailed guidance on reportable events/incidents, message format, and instructions.

4. Enclosures (4) through (6) are sample OPREP-3 SIRs for a sexual assault incident, suicidal ideations/gestures, and hazing. Note that for sexual assaults, most of the alleged victim and alleged suspect information is omitted. Suicidal ideations/gestures do not require a PCR, only an OPREP-3 SIR. Suicides and suicide attempts require both an OPREP-3 SIR and a PCR. All suicide categories must be verified by a competent medical authority, per reference (b). In other cases, refer to reference (c) for the appropriate information and format to be entered.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to HQHQRON and MCAS Beaufort.

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



K. R. ARBOGAST

DISTRIBUTION: A

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 hours 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. Do 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 personnel, units, or installations.
5. Class A, B, or C Aircraft Mishap. Do not delay reporting pending an official determination of the mishap class or pending the 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, 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.

SAMPLE DCIPS GENERATED PCR MESSAGE

FOR OFFICIAL USE ONLY

THIS E-MAIL CONTAINS FOR OFFICIAL USE ONLY (FOUO) INFORMATION WHICH MUST BE PROTECTED UNDER THE PRIVACY ACT, DOD 5400.11-R. TREAT ANY ATTACHMENTS AS FOUO.

DO NOT CHANGE ANYTHING BELOW THIS LINE.
TO CHANGE THIS CASUALTY REPORT, DISCARD THIS EMAIL, RETURN TO DCIPS-FORWARD, MAKE YOUR CHANGES AND GENERATE THE EMAIL AGAIN.

***** CASUALTY REPORT *****

Report Type: INIT

Casualty Type: Nonhostile

Casualty Status: VSI ILL/INJURY

Casualty Category: Accident

Report Number: 02608001

Personnel Type: Regular

Personnel Affiliation: Active Duty

Personnel Category: Obligated/Voluntary Service

Last Name: MARINE

First Name: IMMA

Middle Name: MOTTO

Service: United States Marine Corps

Military Rank: SGT

Military Unit of Assignment: HEADQUARTERS AND HEADQUARTERS SQUADRON, MCAS BEAUFORT

Date/Time of Incident (New/Old): 20100721/1326

Incident City: JACKSONVILLE

Incident State: FL

Incident Country: United States

Circumstance: BRIEF OVERVIEW OF THE WHO, WHAT, WHEN, WHERE.

Duty Status: Hospitalized

Remarks: INCLUDE MORE DETAILED INFORMATION SUCH AS POC AT THE SCENE/HOSPITAL, ANY LIAISON POCs, AND NOK AT THE SCENE.

Software Version: DCIPS Forward - Version 8.0 Build: 69 Release Date: 05 Nov 2013

FOR OFFICIAL USE ONLY

DO NOT CHANGE ANYTHING BELOW THIS LINE.

TO CHANGE THIS CASUALTY REPORT, DISCARD THIS EMAIL, RETURN TO DCIPS-FORWARD, MAKE YOUR CHANGES AND GENERATE THE EMAIL AGAIN.

SAMPLE DCIPS GENERATED PCR MESSAGE INVOLVING ATTEMPTED SUICIDE

FOR OFFICIAL USE ONLY

THIS E-MAIL CONTAINS FOR OFFICIAL USE ONLY (FOUO) INFORMATION WHICH MUST BE PROTECTED UNDER THE PRIVACY ACT, DOD 5400.11-R. TREAT ANY ATTACHMENTS AS FOUO.

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***** CASUALTY REPORT *****

Report Type: INIT

Casualty Type: Nonhostile

Casualty Status: NSI ILL/INJURY

Casualty Category: Self-Inflicted

Report Number: 09207001

Personnel Type: Regular

Personnel Affiliation: Active Duty

Personnel Category: Obligated/Voluntary Service

Last Name: MARINE

First Name: IMMA

Service: United States Marine Corps

Military Rank: PFC

Military Unit of Assignment: HEADQUARTERS AND HEADQUARTERS SQUADRON, MCAS BEAUFORT, SC

Date/Time of Incident (New/Old): 20110519/1750

Incident City: BEAUFORT

Incident State: SC

Incident Country: United States

Circumstance: SUICIDE ATTEMPT VERIFIED BY COMPETENT MEDICAL AUTHORITY. OTHER INFORMATION PERTINENT TO THE INCIDENT.

Diagnosis Info: SUICIDE ATTEMPT, DRUG OVERDOSE.

Duty Status: PASS/LIBERTY

Remarks: SNM DOES NOT DESIRE NOK TO BE NOTIFIED. (A STATEMENT OF WHETHER OR NOT THE MARINE DESIRES NOK NOTIFIED IS REQUIRED.) INCLUDE ANY OTHER INFORMATION AND ANY POCS.

Software Version: DCIPS Forward - Version 8.0 Build: 69 Release Date: 05 Nov 2013

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TO CHANGE THIS CASUALTY REPORT, DISCARD THIS EMAIL, RETURN TO
DCIPS-FORWARD, MAKE YOUR CHANGES AND GENERATE THE EMAIL AGAIN.

SAMPLE OPREP-3 SIR INVOLVING A SEXUAL ASSAULT

FM: CO MCAS BEAUFORT SC (UC)
 TO: CMC WASHINGTON DC POC (UC)
 CC: COMMCICOM (UC)
 COMMCICOM G-1
 COMMCICOM G-3-5-7
 CG MCIEAST-MCB CAMLEJ (UC)
 CG MCIEAST-MCB CAMLEJ G1
 CG MCIEAST-MCB CAMLEJ G3
 CG MCIEAST-MCB CAMLEJ EOA
 CG MCIEAST-MCB CAMLEJ PAO
 CG MCIEAST-MCB CAMLEJ SAFETY
 CG MCIEAST-MCB CAMLEJ SES
 CO MCAS BEAUFORT SC (UC)

//NO5740/FOUO//

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SUBJ/OPREP-3SIR/M00201/001//

REF/A/DOC/CMC/MCO 3504.2A/7AUG13/

REF/B/TEL/MCAS BEAUFORT ADJ/121030ZAUG2013//

NARR/REF A IS MCO ON OPERATIONS EVENT/INCIDENT REPORT (OPREP03) REPORTING.

REF B IS VOICE REPORT SUBMITTED TO MARINE CORPS OPERATIONS CENTER (MCOC).

POC/I. M. MARINE/CAPT/MCAS BEAUFORT ADJ/TEL:843-555-5555/E-

MAIL:IMMA.MARINE@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. DATE TIME GROUP OF INCIDENT (LOCAL ZULU TIME).

3. PERSONNEL INVOLVED:

*3.A. SUSPECT, VICTIM, WITNESS (WHICHEVER APPLICABLE):

3.A.1. LCPL (DO NOT PROVIDE IF RANK WILL COMPROMISE CONFIDENTIALITY, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY)

3.A.2. OMITTED

3.A.3. OMITTED

3.A.4. UNIT ORGANIZATION OR ADDRESS

3.A.5. RACE/GENDER (DO NOT PROVIDE IF IT WILL COMPROMISE CONFIDENTIALITY, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY)

3.A.6. STATUS AND LOCATION OF PERSONNEL INVOLVED (I.E. FULL DUTY/PRESENT AND SCHEDULED FOR INITIAL CIVILIAN VICTIM ADVOCATE COUNSELING, MCAS BEAUFORT, SC)

3.B. REPEAT PARAGRAPH 3.A FOR ADDITIONAL SUSPECTS, VICTIMS, AND WITNESSES (LIST EACH SEPARATELY).

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

5. MEDIA INTEREST NOT LIKELY. COMMSTRAT HAS BEEN NOTIFIED.

6. STATEMENT THAT THE UNIT HAS OR HAS NOT NOTIFIED HQMC OF THIS INCIDENT.

7. STATEMENT THAT THE LOCAL INTELLIGENCE OFFICER HAS OR HAS NOT BEEN NOTIFIED OF THE INCIDENT.

8. THE SARC HAS BEEN NOTIFIED OF THE INCIDENT. ANY FURTHER ACTION BEING TAKEN. ANY FURTHER INFO THAT IS PERTINENT TO THE INCIDENT

(*) DENOTES: ALLEGED VICTIM AND ALLEGED SUSPECT INFORMATION WILL ONLY BE OMITTED FOR INCIDENTS INVOLVING SEXUAL ASSAULTS.

SAMPLE OPREP-3 SIR INVOLVING SUICIDAL IDEATIONS/GESTURES

FM: CO MCAS BEAUFORT SC (UC)
 TO: CMC WASHINGTON DC POC (UC)
 CC: COMMCICOM (UC)
 COMMCICOM G-1
 COMMCICOM G-3-5-7
 CG MCIEAST-MCB CAMLEJ (UC)
 CG MCIEAST-MCB CAMLEJ G1
 CG MCIEAST-MCB CAMLEJ G3
 CG MCIEAST-MCB CAMLEJ EOA
 CG MCIEAST-MCB CAMLEJ PAO
 CG MCIEAST-MCB CAMLEJ SAFETY
 CG MCIEAST-MCB CAMLEJ SES
 CO MCAS BEAUFORT SC (UC)

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POC/I. M. MARINE/CAPT/MCAS BEAUFORT ADJ/TEL:843-555-5555/E-

MAIL:IMMA.MARINE@USMC.MIL//

GENTEXT/REMARKS/1. BRIEF EXPLANATION OF FACTUAL INCIDENT/EVENT (I.E., ON (DATE) AT APPROXIMATELY (TIME), THE SERVICE MEMBER CAME INTO HIS WORKSPACE AND TOLD HIS SNCOIC GYSGT CHEST THAT HE WAS CONTEMPLATING "ENDING IT ALL". THE MEMBER WAS THEN TAKEN TO NAVAL HOSPITAL BEAUFORT FOR EVALUATION. ALCOHOL WAS/WAS NOT INVOLVED.)

2. DATE TIME GROUP OF INCIDENT (LOCAL ZULU TIME).

3. PERSONNEL INVOLVED:

*3.A. SERVICE MEMBER

3.A.1. RANK OR TITLE

3.A.2. EDIPI

3.A.3. UNIT ORGANIZATION OR ADDRESS

3.A.4. RACE/GENDER (E.G., ASIAN-AMERICAN/FEMALE)

3.A.5. STATUS AND LOCATION OF PERSONNEL INVOLVED (I.E. FULL DUTY/PRESENT AND SCHEDULED FOR INITIAL CIVILIAN VICTIM ADVOCATE COUNSELING, MCAS BEAUFORT, SC)

3.B. REPEAT PARAGRAPH 3.A. FOR ADDITIONAL SUSPECTS, VICTIMS, AND WITNESSES (LIST EACH SEPARATELY).

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

5. MEDIA INTEREST NOT LIKELY. COMMSTRAT HAS BEEN NOTIFIED.

6. STATEMENT THAT THE LOCAL INTELLIGENCE OFFICER HAS OR HAS NOT BEEN NOTIFIED OF THE INCIDENT.

7. ANY FURTHER ACTION BEING TAKEN. ANY FURTHER INFO THAT IS PERTINENT TO THE INCIDENT.

SAMPLE OPREP-3 SIR INVOLVING HAZING

FM: CO MCAS BEAUFORT SC (UC)
 TO: CMC WASHINGTON DC POC (UC)
 CC: COMMCICOM (UC)
 COMMCICOM G-1
 COMMCICOM G-3-5-7
 CG MCIEAST-MCB CAMLEJ (UC)
 CG MCIEAST-MCB CAMLEJ G1
 CG MCIEAST-MCB CAMLEJ G3
 CG MCIEAST-MCB CAMLEJ EOA
 CG MCIEAST-MCB CAMLEJ PAO
 CG MCIEAST-MCB CAMLEJ SAFETY
 CG MCIEAST-MCB CAMLEJ SES
 CO MCAS BEAUFORT SC (UC)

//NO5740/FOUO//

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REF/A/DOC/CMC/MCO 3504.2A/7AUG13/

REF/B/TEL/MCAS BEAUFORT ADJ/121030ZAUG2013//

NARR/REF A IS MCO ON OPERATIONS EVENT/INCIDENT REPORT (OPREP03) REPORTING.

REF B IS VOICE REPORT SUBMITTED TO MARINE CORPS OPERATIONS CENTER (MCOC).

POC/I. M. MARINE/CAPT/MCAS BEAUFORT ADJ/TEL:843-555-5555/E-

MAIL:IMMA.MARINE@USMC.MIL//

GENTEXT/REMARKS/1. MCAS BEAUFORT BECAME AWARE IF AN ALLEGATION OF HAZING WHICH OCCURRED IN THE EARLY MORNING HOURS. BETWEEN 0300-0400 ON 12 AUGUST 2013, 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 SUSTAIN INTERNAL INJURIES. INJURIES SUSTAINED BY THE OTHER VICTIMS INCLUDED BRUISING TO THE FACE, BACK, AND SIDES. BASED ON PRELIMINARY FINDINGS, THE COMMANDING OFFICER OF MCAS BEAUFORT HAS PLACED THE SUSPECTS IN PRE-TRIAL CONFINEMENT. THIS INCIDENT IS PENDING FURTHER INVESTIGATION.

2. DATE TIME GROUP OF INCIDENT (LOCAL ZULU TIME).

3. PERSONNEL INVOLVED:

3.A. VICTIM

3.A.1. RANK OR TITLE

3.A.2. FIRST NAME, MIDDLE INITIAL, LAST NAME

3.A.3. EDIPI

3.A.4. UNIT ORGANIZATION OR ADDRESS

3.A.5. RACE/GENDER (E.G., ASIAN-AMERICAN/FEMALE)

3.A.6. STATUS AND LOCATION OF PERSONNEL INVOLVED (I.E. FULL DUTY/PRESENT AND SCHEDULED FOR INITIAL CIVILIAN VICTIM ADVOCATE COUNSELING, MCAS BEAUFORT, SC)

3.B. REPEAT PARAGRAPH 3.A. FOR ADDITIONAL SUSPECTS, VICTIMS, AND WITNESSES (LIST EACH SEPARATELY).

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

5. MEDIA INTEREST NOT LIKELY. COMMSTRAT HAS BEEN NOTIFIED.

6. STATEMENT THAT THE LOCAL INTELLIGENCE OFFICER HAS OR HAS NOT BEEN NOTIFIED OF THE INCIDENT.

7. ANY FURTHER ACTION BEING TAKEN. ANY FURTHER INFO THAT IS PERTINENT TO THE INCIDENT.

