



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 3480.1A

G-1

17 JAN 1996

DIVISION ORDER 3480.1A w/ch 1

From: Commanding General
To: Distribution List

Subj: EVENT/INCIDENT REPORTING (OPREP-3 SIR)

Ref: (a) MCO 5740.2E
(b) MARCORBASESJAPANO P3480.6

Encl: (1) OPREP-3 SIR Message Report
(2) Personal Data Summary for Crime Suspects

1. Purpose. To establish procedures for submission of Serious Incident Reports within the 3d Marine Division.

2. Cancellation. DivO 3480.1.

3. Background. References (a) and (b) establish procedures for reporting incidents of concern to high level Marine Corps authorities. It is imperative that all commanders and their staffs become thoroughly familiar with the references and understand what constitutes a reportable incident. Commanders must be sensitive to the fact that some incidents, while not reportable in CONUS, are reportable under specific criteria in this Division.

4. Action

a. Commanding Officers of Regiments and Separate Battalions

(1) Upon notification of a reportable incident make an initial voice report to the Chief of Staff no later than 15 minutes after knowledge of the incident. If in doubt, report the incident. Place emphasis on immediacy of the initial report rather than completeness. Do not delay an initial report in order to gain additional information. The Chief of Staff will make the determination on whether or not an OPREP-3 SIR report will be required. The format for a telephonic report is contained in enclosure (1) of this Order.

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(2) When an OPREP-3 SIR report is required, reporting organizations will submit a report in the format contained in enclosure (1) of this Order, to the Division Adjutant for non-training and non-operational incidents, or to the Assistant Chief of Staff (AC/S), G-3 for training and operational incidents within one hour after the initial voice report. OPREP-3 SIR reports will be submitted by either E-Mail (OMB) or FAX.

(3) The Commanding Officer, 3d Marines; the Officer-In-Charge, Sub-Unit 1, Camp Fuji; and organizations deployed off-island will submit OPREP-3 SIR reports in accordance with references (a) and (b), ~~to~~ with the Commanding General, 3d Marine Division ~~as an info addressee~~. Initial voice reports are required, and will be made in accordance with paragraph 4a of this Order. *Transmission to Headquarters, U.S. Marine Corps.*

(4) Enclosure (2), the Personal Data Summary for Crime Suspects will be submitted with the OPREP-3 SIR report when required

b. AC/S, G-1. Report all incidents under your cognizance. The following are examples of some of the most common reportable incidents:

(1) Crimes by Military Personnel. Felony or other serious misconduct on or off base with dramatic impact or large public interest.

(2) Crimes to Military Personnel. Felony or misconduct by foreign nationals resulting in injury and likely media interest.

(3) Death, Serious Illness, or Injury. Of a civilian caused by military equipment or vehicle and national level interest is indicated.

(4) International Incidents. Of such impact so as to create tension or undesirable relations between the U. S. and foreign countries. This includes all ground mishaps which involve death or injury to non-U. S. citizens or damage to Japanese property, public or private. Damage to property in other countries where we train will be subject to the commander's call at the scene. For example, maneuver damage in most countries is accepted, and timely compensation by the officer conducting the exercise eliminates the requirement for reporting some incidents.

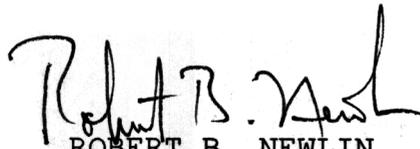
c. AC/S, G-3. Report all incidents under your cognizance. The most common reportable events are operational or training incidents which may result in unusual interest by the public news media.

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d. AC/S, G-4. Report all incidents under your cognizance. The most common reportable incidents are ground mishaps resulting in the loss of life or extensive damage to civilian or military property; loss of, or substantial damage to, an LAV, AAV, or howitzer; and/or loss of, or substantial damage to, a military or other government vehicle.

5. After Hours Notification. Will be made per paragraph 4a of this Order. Organizational duty officers will inform their commanding officers of reportable incidents. Commanding officers will report the incident to the Chief of Staff or, in his absence, the Commanding General.

6. Recommendations. Recommendations concerning the contents of this Order are invited and will be forwarded to this headquarters (Attn: AC/S, G-1).


ROBERT B. NEWLIN
Chief of Staff

DISTRIBUTION: A/D



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

In reply refer to:

DivO 3480.1A Ch 1

ADJ

12 NOV 1990

DIVISION ORDER 3480.1A Ch 1

From: Commanding General

To: Distribution List

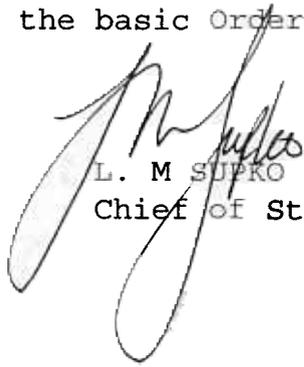
Subj: EVENT/INCIDENT REPORTING (OPREP-3 SIR)

1. Purpose. To direct a pen change to the basic Order

2 Action

a. On page 2, paragraph 4a(3) line four remove the word "with" and replace it with "to". In the same line remove the words "as an info addressee" and replace them with "transmission to Headquarters, U.S. Marine Corps."

3. Filing Instruction. File this Change transmittal immediately behind the signature page of the basic Order


L. M. SUPKO
Chief of Staff

DISTRIBUTION: A/D

OPREP-3 SIR MESSAGE REPORT

CG THIRD MARDIV//ADJ//

CMC WASHINGTON DC//POC//

USCINCPAC HONOLULU HI//

COMMARFORPAC//ADJ//

COMUSJAPAN YOKOTA AB JA//

CG III MEF//ADJ//

COMMARCORBASES JAPAN CAMP BUTLER JA//ADJ//

INFO: PARENT CHAIN OF COMMAND IF UDP MARINE, SAILOR, OR UNIT IS
INVOLVED//

18WG CP KADENA AB//OCD//

AMCONSUL NAHA

UNCLAS//NO5740//

MSGID//OPREP-3//

SUBJ: FLAGWORD SERIOUS INCIDENT REPORT//

1. GROUND INCIDENT

2. TIME: _____ DATE OF INCIDENT: _____

3. LOCATION OF INCIDENT: _____

4. POINT OF CONTACT: Name: _____

Grade: _____

Title: _____

Phone Number: _____

ENCLOSURE (1)

JAN 996

UR CT/ CT Na _____
Gr _____
i _____
Ac _____

CT M _____

Unit _____

A _____

ARRA (Wha H:) _____

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8. STATUS: (Give status and location of victim/suspect):

9. INVESTIGATION: (Give organization conducting investigation):

10. PUBLIC REACTION: (Give statement as to actual or anticipated reaction by civilian populace):

G-2 NOTIFICATION: (YES or NO) CIRCLE ONE

PAO NOTIFICATION: (YES or NO) CIRCLE ONE

13. CHAPLAIN NOTIFICATION: (YES or NO) CIRCLE ONE

ENCLOSURE (1)

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PERSONAL DATA SUMMARY SHEET FOR CRIME SUSPECTS
(CLASSIFICATION TO BE DETERMINED BY INFORMATION REPORTED ON.

CG THIRD MARDIV//ADJ//

CMC WASHINGTON DC//MPH-50//

INFO: PARENT COMMAND, TO INCLUDE UPD COMMANDS

(CLASSIFICATION TO BE DETERMINED//NO5740//

SUBJ: PERSONAL DATA SUMMARY SHEET; CASE OF

A. MCO 5740.2E

B. (REF DTG OF SIR) _____

1. IAW REF A, THE FOL INFO IS SUBMITTED:

A. NAME:	SSN:	GRADE:	
B. MOS:	EDUC:	SEX:	
C. DOB:	POB:	MARITAL STATUS:	
D. ETHNIC GROUP:	GT SCORE:	MENTAL GROUP:	
E. UNIT:			
F. DUTY ASSIGNMENT:			
G. DATE JD UNIT	TIME ON STATION: _____YRS_____MOS	DAS	
H. DATE ENL:	TIME IN SERVICE: _____YRS_____MOS	DAS	
I. LAST THREE	CONDUCT:	PROFICIENCY:	DATE:
	CONDUCT:	PROFICIENCY:	DATE:
	CONDUCT:	PROFICIENCY:	DATE:

ENCLOSURE (2)