



UNITED STATES MARINE CORPS
3D MARINE AIRCRAFT WING, MARFORPAC
MARINE CORPS AIR STATION MIRAMAR
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WgO 3100.2H

G-3

23 OCT 2001

WING ORDER 3100.2H

From: Commanding General
To: Distribution List

Subj: OPERATIONAL REPORT-3 SERIOUS INCIDENT REPORT (OPREP-3
SIR) IMPLEMENTATION AND REPORTING PROCEDURES

Ref: (a) OPNAVINST 3100.6G
(b) OPNAVINST 3750.6Q
(c) OPNAVINST 5102.1C
(d) MCO 5740.2F
(e) WgO P5100.1C
(f) MSG/Cg I MEF/251106Z Feb 98

Encl: (1) OPREP-3 SIR Reportable Events
(2) OPREP-3 SIR Report Categories
(3) OPREP-3 SIR Reporting Procedures
(4) 3d MAW Combined Flash Report Form
(5) OPREP-3 SIR REPORTING FLOWCHART
(6) OPREP-3 SIR CHECKLIST
(7) Sample OPREP-3 SIR
(8) Sample Message OPREP-3 SIR/Things Falling Off
Aircraft (TFOA)
(9) Sample Message OPREP-3 SIR/Precautionary Emergency
Landing (PEL)

1. Purpose. This information falls under the guidance and procedures set forth for the Commanding General's Critical Information Requirements (CCIR's). SIRs provide a means of keeping the Commanding General and higher authorities informed of all accidents, incidents, and disturbances that may attract national and high level Marine Corps and Navy interest.

2. Cancellation. WgO 3100.2G.

3. Information

a. References (a) and (b) contain reporting requirements for certain categories of incidents of concern to national or

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high level Marine Corps/Navy authorities. The OPREP-3 SIR reporting system is designed to provide immediate notification of any incident or event, which can have national or international implications. This Order has tailored the requirements of the references to meet the needs of 3d MAW for immediate reporting to CMC or the National Military Command Center (NMCC). The key to OPREP-3 SIR reporting is "expeditious initial notification."

b. OPREP-3 SIR reporting procedures for deployed units are the responsibility of the senior commander for all OPCON forces.

c. OPREP-3 SIR reporting is a separate function and is not to be confused with Unit SITREP reporting and/or MISHAP Investigation Reporting as described in references (b), (c), (d), and (e).

4. Action

a. All units will familiarize themselves with the types of incidents/events requiring OPREP-3 SIR reporting discussed in Enclosure (1), which category the incident falls under discussed in Enclosure (2), and the reporting procedures discussed in Enclosure (3). All units will use the Combined Flash Report Form (Enclosure (4)) and the references to telephonically report individual unit incidents/events. Notification of incidents such as those listed in enclosure (1) will be relayed to this headquarters via the fastest means possible. The incident report does not release the originator from the requirement of reporting aircraft mishaps per reference (c).

b. 3d MAW, AC/S, G-3 will draft and release ALL OPREP-3 SIR messages during working hours; messages will be based on input from the originating Group/Squadron. The report category will be determined utilizing the criteria contained in Enclosure (2). The Wing Duty Officer (WDO) will prepare OPREP-3 SIR messages after normal working hours per the instructions contained in the OPREP-3 SIR Wing Duty binder. Reports of the incident will be factual and briefly discuss WHO, WHAT, WHERE, and WHEN. Speculation as to circumstances or future events will not be included. Enclosures (4) through (9) are provided for information/use as necessary. Each OPREP-3 SIR message will be numbered sequentially (001, 002, etc.) for the period of one calendar year. Additional assistance can be obtained from the on-call G-3 representative as annotated in the WDO binder. OPREP-3 SIR files will be maintained by the G-3 for a period of three years.

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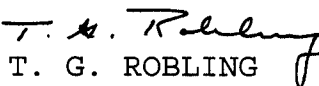
c. The telephonic report to the Marine Corps Command Center (MCCC) shall be made within 15 minutes of initial awareness/notification of an event/incident. During normal working hours, the 3d MAW Chief of Staff (COS) or his designated representative will transmit all required Voice Messages. After normal working hours, the Wing Duty Officer will notify and receive guidance from the 3d MAW COS prior to transmitting the required Voice Message. If the COS, AC/S G-3 or their designated representatives are not available, the Wing Duty Officer will transmit the Voice Message per the instructions contained in enclosure (4). If the principals are not available, sound judgment and common sense must be applied when transmitting the voice report, stating only the facts as known to you.

5. When a casualty is involved, the following statement will be substituted for the name of the individual "WITHHELD PENDING NOTIFICATION OF NEXT OF KIN."

6. The names of individuals involved in incidents that may cause unwarranted invasion of personal privacy, undue embarrassment or inconvenience, will not be named in the message. These incidents include, but are not limited to, if a service member is charged with committing an offense involving reports of abuse, assault, incest, or rape.

7. The G-1 will submit the quarterly SIR summary required in reference (f) to CG I MEF (G-1/ADJ) NLT 6 April, 6 July, and 6 October.

8. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.


T. G. ROBLING
Chief of Staff

DISTRIBUTION: L1: B2-3/L2/L3 LESS A

OPREP-3 SIR REPORTABLE EVENTS

1. Any incident of a military or political nature, domestic or foreign, that involves individual Marine Corps personnel, units or installations not previously reported by other OPREP-3 reporting requirements and may result in local or national official reaction or civilian media coverage.
2. An event/incident resulting in death or disability of Marine Corps personnel or civilians; or resulting in \$200,000 or more in total property damage.
3. Any incident arising from a Marine Corps operation (includes training exercises) involving explosives, live-fire or a combat chemical agent; on-base or off-base, resulting in death(s) or the hospitalization of individuals resulting in lost time, injury or reportable property damage.
4. A reportable Aircraft Mishap (Alpha, Bravo or Charlie).
5. Precautionary emergency landings (PEL) or Thing(s) Falling Off Aircraft (TFOA) can be reported as OPREP-3 SIR.
6. Any serious crime (felony arrest) or incident that may result in domestic or foreign criminal jurisdiction over Marine Corps personnel and their dependents; or may arouse public or congressional interest.
7. Any incident of large-scale civil disorder involving Marine Corps personnel, units or installations.
8. An event/incident arising from acts of nature (destructive weather conditions, fires, earthquakes, etc.) that severely delays or cancels an operation or training evolution, or poses a serious threat to life and property.
9. Any incident resulting in loss or compromise of classified information that may compromise operational plans.
10. An act/incident of actual or suspected covert action against any Marine Corps unit or installation.

ENCLOSURE (1)

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11. Any incident or an epidemic

(a) The presumptive diagnosis of any disease that may require quarantine or the diagnosis of a disease of potential epidemic significance.

(b) The diagnosis of any disease so widespread among Marine Corps personnel that it portends an outbreak extensive enough to degrade mission accomplishment.

12. Racial/ethnic incident: death or personal injury requiring hospitalization, property damages in excess of \$1,000, security/react force alerted, riotous/rebellious acts or overtly contemptuous acts by a group toward military authority, racist organization involvement identified or perceived, potential event may escalate affecting command racial/ethnic climate.

ENCLOSURE (1)

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OPREP-3 SIR REPORT CATEGORIES

Three categories of OPREP-3 SIR reports are used by military units in reporting significant events and incidents to the highest levels of command. The OPREP-3 SIR reporting is exempt from reports control.

1. OPREP-3 SIR PINNACLE: This category reports significant incidents of national level interest to the National Command Authorities (NCA) and are to be handled as a matter of highest priority. Aircraft incidents, which result in a Class "A" mishap, are reported in this category. This report is submitted within 20 minutes of notification of the incident as a FLASH message and will include a mishap report statement. Use the flag-word "PINNACLE" after the word "subject" in enclosure (7) for this type report.

2. OPREP-3 SIR reports without the flagword "PINNACLE," with or without an additional flagword, is the second category. These reports are used to immediately notify the appropriate CINC or service of any incident or event where national interest is not indicated or is undetermined. BENT SPEAR and FADED GIANT are the two additional flagwords currently established under this category for reporting significant interest incidents involving nuclear weapons, nuclear reactor, or radiological accidents or incidents (all three are non-pinnacle). This category of OPREP-3 will not normally be originated by 3d MAW.

3. OPREP-3 SIR reports implemented by the CINCs and services are the third category. These reports provide the CINCs and service's the latitude of using the OPREP-3 reporting system for reporting events or incidents not requiring national-level reporting. The CINC or Service may designate Flagwords. The following briefly describes the Navy and Marine Corps use of the third category of the OPREP-3 reporting system.

a. OPREP-3 SIR NAVY BLUE (NB) flagword reports provide the Chief of Naval Operations (CNO), through the Navy Command Center (NCC), with information on any significant event or incident where high Navy interest is indicated and does not meet the criteria for an OPREP-3P or OPREP-3. Reference (a) describes in detail the Navy's implementation of the OPREP-3 reporting system and applies to Fleet Marine Force units under U.S. Navy cognizance. An OPREP-3 NAVY BLUE will not be originated by 3d MAW.

ENCLOSURE (2)

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b. OPREP-3 SIR applies specifically to Marine Corps units and installations not attached to or assigned a specific command relationship with a Joint, Combined Combatant Command. The OPREP-3 SIR consists of an initial voice report followed by a hard copy message within 24 hours and any required follow-up messages. An OPREP-3 SIR is the category that 3d MAW will use for reporting significant events and incidents (to include TFOAs and PELs) to the highest levels of command.

ENCLOSURE (2)

OPREP SIR REPORTING PROCEDURES

1. Voice Report. The COS or his designated representative will provide a voice report within 15 minutes when made aware of an event/incident, to the MCCC or NMCC.

The voice report will include as much information as available within the 15 minute reporting time, but at a minimum it will include:

FROM	unit submitting the report
EXER/OPER	name of exercise/operation being conducted when incident occurred
TYPE REPORT	OPREP-3 SIR or PINNACLE
TIME	Zulu DTG incident occurred
LOC	location of incident
INCIDENT	nature of incident with narrative summary of known factual information (Do not infer or give opinions).
POC	name/rank/phone number of point of contact additional information.

The initial report will be made with the information available and will not be delayed. If the voice report cannot be made to the MCCC, the unit will contact the NCC or the NMCC and request that the report be relayed or conferenced to the MCCC. The following telephone numbers apply for initial OPREP-3 SIR reports:

<u>Type Phone</u>	<u>MCCC</u>	<u>NCC</u>	<u>NMCC</u>
DSN	225-7366	225-0231	227-6340
Commercial	(703)695-7366	(703)695-0231	(703)697-6340
STU-III DSN	227-2671	223-2008	227-6240
DRSN (red switch)	228-2538	228-2525	228-7105

2. Message report. Submit an OPREP-3 SIR message, containing available information, with an "IMMEDIATE" priority NLT 24 hours for SIR or NLT one hour for PINNACLE from the incident occurrence using the format and example provided in enclosures 7 and 8. If a reporting command is made aware of an incident late, the command will provide the information to 3D MAW who will initiate the voice report and submit an OPREP-3 message NLT 24 or one hour(s) from being made aware of the incident. Classification of the message will be based on its content. The initial telephone report does not negate the requirement to transmit an OPREP-3 SIR message.

ENCLOSURE (3)

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3. Follow-up reports. A/CS G-3 is responsible for submitting follow-up messages to provide missing, additional or corrected information from the initial message. Utilize a letter at the end of the OPREP-3 SIR PINNACLE serial number to denote an update.

4. Mishap Reports. Mishap Investigation and Reporting will be conducted per reference (b).

ENCLOSURE (3)

3D MAW COMBINED FLASH REPORT

Ground Safety and Occupational Health Program

Unit Sender Squadron Phone /Ext DOSS

LOG:

Group Sender GROUP Time Rcvd Date Rcvd

Wing Receiver Time/Date

Type of Aircraft Type of Ground Incident

Time of Incident Date Of Incident General Location

NAME AGE RANK DRV PPE

ALCOHOL Blood Alcohol Content Blood Alcohol Improve Civilian Driver License Issue Date GOV ISSUE DATE MOS

SUMMARY

Personnel Injury Extent of Injury

ENCLOSURE (4)

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Aircraft Model Buno Acft Damage

Property/Equipment Damage Property Damaged

Follow-Up (Causal Factors): LOGNUMBER

Comments: Recvd:

Incident

Pilot SSN/ Date of Birth:

CoPilot SSN/ Date of Birth:

Crew Chief SSN/ Date of Birth

TFOA HGT:

TFOA LGTH:

TFOA THK:

TFOA WGT:

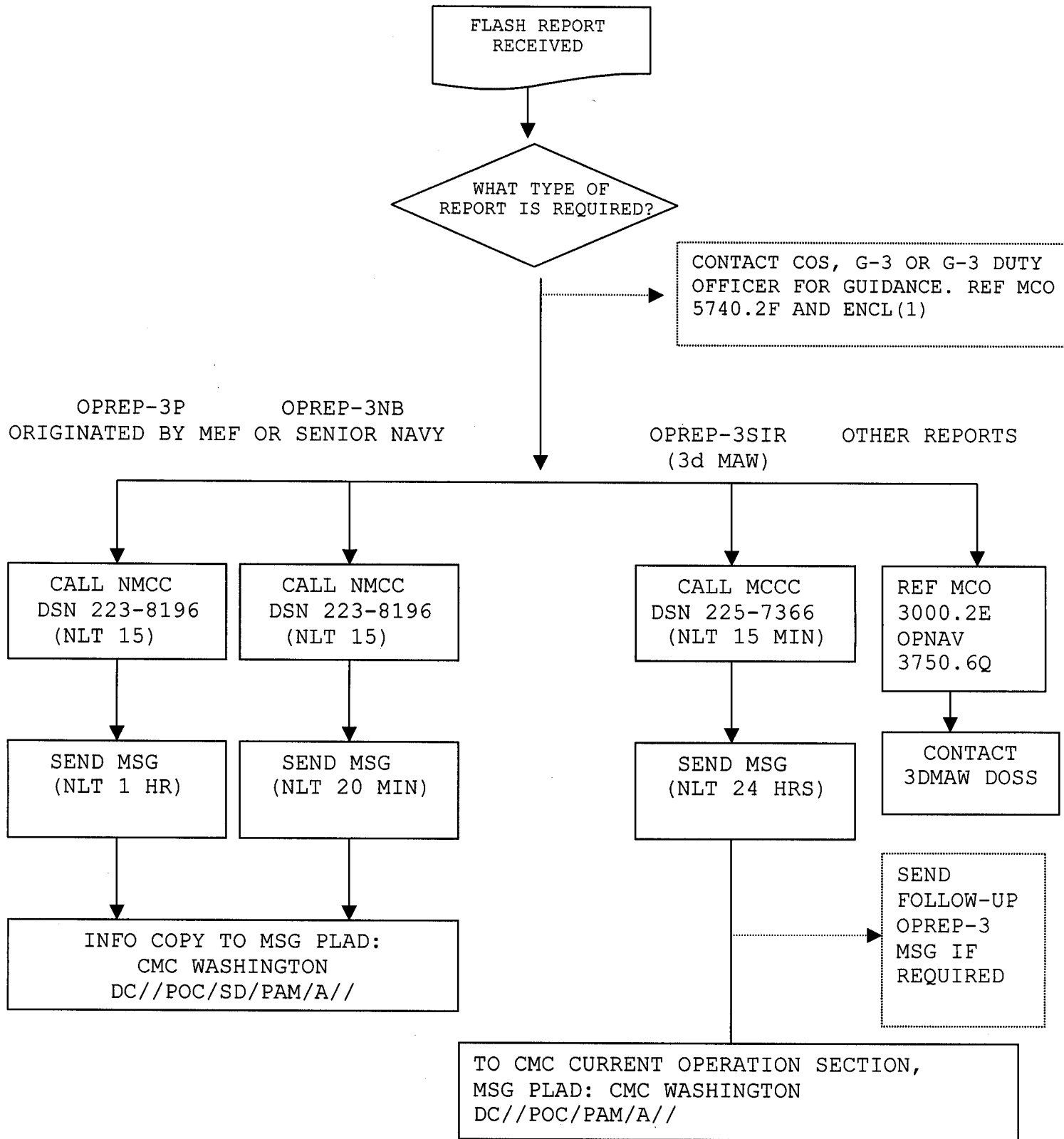
What part of the ACFT did the object fall off of?:

TFOA report must be called in to the Wing DOSS within 5 Minutes of notification of loss. During normal working hours (0730-1630) Ext: 7309/6. After working hours reports will be called into the Wing Duty Officer at Ext: 9517.

ENCLOSURE (4)

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OPREP SIR REPORTING FLOWCHART



ENCLOSURE (5)

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OPREP-3/SIR CHECKLIST

- YOUR NAME _____
- DATE _____
- ORGANIZATION SENDING FLASH REPORT _____
- TIME RECEIVED _____
- CALL (1) COS, (2) A/CS G-3, (3) G-3 Duty FOR GUIDANCE
- CONFIRM VOICE REPORT IS TRANSMITTED
- CALL G-3 REP FOR ANY ADDITIONAL GUIDANCE (SEE BINDER)
- DRAFT MESSAGE USING ENCLS (7 THROUGH 9) AS A GUIDE

ENSURE SIR SERIAL NUMBER IS CORRECT (LOOK AT TAB #6)

ENSURE DATE IS CORRECT

- CALL (1) COS, (2) A/CS G-3, (3) G-3 Duty FOR RELEASE

AUTHORITY

- TAKE MESSAGE TO MESSAGE CENTER FOR RELEASE IF EMAIL
TRANSMITTAL FAILS

- SEND E-COPY TO AC/S G-3
- PLACE HARD COPY IN WDO SIR BINDER WITH THIS CHECKLIST
- LOG SIR INTO TAB #6

*** ABOVE ALL ELSE, KEEP A TRAIL / SEQUENCE OF EVENTS IN THE
DUTY OFFICERS E-LOG.

ENCLOSURE (6)

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OPREP-3/SIR SAMPLE MESSAGE

OTTUZYUW RWWIKBC001 {JULIAN DATE FOLLOWED BY LAST 4 DIGITS OF DTG}-

UUU--RHMCSUU.

DTG

FM CG THIRD MAW//G3//

TO CMC WASHINGTON DC//POC/SD/PAM/A//

COMMARFORPAC//G1/G3//

CG I MEF//G1/G3//

ZEN/MAG XX//S3//

ZEN/VMFA XXX//S3//

BT

UNCLAS //N05740//

MSGID/GENADMIN/CG THIRD MAW/SIR {ENTER CALENDAR YEAR SERIAL NUMBER

FROM TAB #6}/MONTH//

SUBJ/FLAGWORD/SERIOUS INCIDENT REPORT//

REF/A/DOC/MCO 5740.2F/CURRENT DATE//

AMPN/REF A IS MCO SOP FOR SIR//

POC/C. E. JOLLEY/LTCOL/3D MAW G-3/-/TEL:DSN 267-8780/1917//

RMKS/1. SUMMARY OF FACTS: WHO, WHAT, WHEN, WHERE.

2. ORIGINATOR: YOUR NAME

3. IDENTIFICATION OF PERSONNEL INVOLVED: NOTE: DO NOT INCLUDE

NAME(S) UNDER CIRCUMSTANCES OUTLINED IN PAR. 7 WGO 3100.2G

A. RANK, SERVICE

B. LAST NAME, FIRST, M.I.

ENCLOSURE (7)

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C. SSN/MOS {IF CIVILIAN, INDICATE STATUS i.e. DEPENDENT}

D. SQD, GROUP, 3D MAW

E. RACE/SEX:

RACE OPTIONS: (1) AMER-INDIAN/ALASKAN NATIVE
(2) ASIAN/PACIFIC ISLANDER
(3) BLACK
(4) WHITE
(5) UNKNOWN

F. STATUS: i.e. HOSPITALIZED, IN CUSTODY, WITH COMMAND ETC

{REPEAT PARAGRAPH #3 FOR ADDITIONAL SUSPECTS, VICTIMS ETC}

4. OFFICE CONDUCTING INVESTIGATION: i.e. 3D MAW, MAG, SQD

5. ANTICIPATED CIVIL POPULACE REACTION: UNKNOWN

6. 3D MAW JPAO HAS BEEN NOTIFIED.

7. 3D MAW G-2 HAS BEEN NOTIFIED.

8. FURTHER ACTION BEING TAKEN: {COORDINATING WITH LOCAL
AUTHORITIES OR WHATEVER IS ON GOING}

//

BT

ENCLOSURE (7)

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SAMPLE MESSAGE OPREP-3 SIR/THINGS FALLING OFF AIRCRAFT (TFOA)

OTTUZYUW RWWIKBC001 {JULIAN DATE FOLLOWED BY LAST 4 DIGITS OF DTG}-

UUU--RHMCSUU.

DTG

FM CG THIRD MAW//G3//

TO CMC WASHINGTON DC//POC/SD/PAM/A//

COMMARFORPAC//G1/G3//

CG I MEF//G1/G3//

ZEN/MAG XX//S3//

ZEN/VMFA XXX//S3//

BT

UNCLAS //N05740//

MSGID/GENADMIN/CG THIRD MAW/SIR/TFOA/{ENTER CALENDAR YEAR SERIAL
NUMBER FROM TAB #6}/MONTH//

SUBJ/FLAGWORD/SERIOUS INCIDENT REPORT/TFOA//

REF/A/DOC/MCO 5740.2F/CURRENT DATE//

AMPN/REF A IS MCO SOP FOR SIR//

POC/C. E. JOLLEY/LTCOL/3D MAW G-3/-/TEL:DSN 267-8780/1917//

RMKS/1. SUMMARY OF FACTS: WHO, WHAT, WHEN, WHERE.

2. ORIGINATOR: YOUR NAME

3. SQUADRON:

4. ACFT T/M/S/BUNO NUMBER:

5. ACFT MODEX:

ENCLOSURE (8)

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6. LOCATION OF TFOA:
7. ACFT ALTITUDE:
8. ACFT DIRECTION OF FLIGHT:
9. DESCRIPTION OF ITEM LOST:
10. PILOT NAME/SSN/MOS/SERVICE:
11. COPILOT NAME/SSN/MOS/SERVICE:
12. AIRCREW NAME/SSN/MOS/SERVICE:
13. STATUS: *i.e. ACFT SAFE ON DECK*
14. OFFICE CONDUCTING INVESTIGATION: *i.e. 3D MAW, MAG, SQD*
15. ANTICIPATED CIVIL POPULACE REACTION: UNKNOWN
16. 3D MAW JPAO HAS BEEN NOTIFIED.
17. 3D MAW G-2 HAS BEEN NOTIFIED.
18. FURTHER ACTION BEING TAKEN: {COORDINATING WITH LOCAL AUTHORITIES
OR WHATEVER IS ON GOING}

//

BT

ENCLOSURE (8)

23 OCT 2001

SAMPLE MESSAGE OPREP-3 SIR/PEL

OTTUZYUW RWWIKBC001 {JULIAN DATE FOLLOWED BY LAST 4 DIGITS OF DTG}-UUU--

RHMCSUU.

DTG

FM CG THIRD MAW//G3//

TO CMC WASHINGTON DC//POC/SD/PAM/A//

COMMARFORPAC//G1/G3//

CG I MEF//G1/G3//

ZEN/MAG XX//S3//

ZEN/VMFA XXX//S3//

BT

UNCLAS //N05740//

MSGID/GENADMIN/CG THIRD MAW/SIR/PEL/{ENTER CALENDAR YEAR SERIAL NUMBER FROM

TAB #6}/MONTH//

SUBJ FLAGWORD/SERIOUS INCIDENT REPORT/PEL//

REF/A/DOC/MCO 5740.2F/CURRENT DATE//

AMPN/REF A IS MCO SOP FOR SIR//

POC/C. E. JOLLEY/LTCOL/3D MAW G-3/-/TEL:DSN 267-8780/1917//

RMKS/1. SUMMARY OF FACTS: WHO, WHAT, WHEN, WHERE.

2. ORIGINATOR: YOUR NAME

3. SQUADRON:

4. ACFT T/M/S/BUNO NUMBER:

5. ACFT MODEX:

ENCLOSURE (9)

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6. LOCATION OF PEL:
7. PILOT NAME/SSN/MOS/SERVICE:
8. COPILOT NAME/SSN/MOS/SERVICE:
9. AIRCREW NAME/SSN/MOS/SERVICE:
10. STATUS: *i.e.* ACFT SAFE ON DECK
11. OFFICE CONDUCTING INVESTIGATION: *i.e.* 3D MAW, MAG, SQD
13. ANTICIPATED CIVIL POPULACE REATION: UNKNOWN
14. 3D MAW JPAO HAS BEEN NOTIFIED.
15. 3D MAW G-2 HAS BEEN NOTIFIED.
16. FURTHER ACTION BEING TAKEN: {COORDINATING WITH LOCAL
AUTHORITIES OR WHATEVER IS ON GOING}

//

BT

ENCLOSURE (9)