



## UNITED STATES MARINE CORPS

Marine Corps Recruit Depot/ Western Recruiting Region  
1600 Henderson Avenue Suite 206  
San Diego, California 92140-5001

IN REPLY REFER TO:  
DepO 5740.1E  
3

5 NOV 1998

### DEPOT ORDER 5740.1E

From: Commanding General  
To: Distribution List

Subj: EVENT/INCIDENT REPORTS

Ref: (a) MCO 5740.2F

Encl: (1) Qualifying Incidents  
(2) Reporting Procedures  
(3) Depot Incident Report Form (MCRD 5740/1)  
(4) Message Format for Reporting Serious Incidents

Reports Required: (1) Depot Incident Report (MCRD 5740/1)

1. Purpose. To provide information and instructions concerning the reporting of events or incidents involving Marines Corps personnel or units.

2. Cancellation. Depot Order 5740.1D.

3. Information

a. General. In accordance with the reference, the Commanding General is responsible for immediately reporting to the Commandant of the Marine Corps all incidents in which members of this Command are or may become involved, and because of their nature, have real or potential national or international implications. Also, incidents of potential high interest to the Marine Corps and the newsmedia will be reported to the CMC. Enclosure (1), while not all inclusive, provides examples of events, incidents, or disturbances which will be immediately reported. In those cases where there is doubt as to the necessity for reporting an incident, a report shall be submitted.

b. Reporting Procedures. Procedures for reporting incidents involving personnel or units of this Command are contained in enclosures (1) and (2). As appropriate, enclosures (3) and (4) will be used in the reporting process.

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4. Action

a. Commanding Officer, Recruit Training Regiment

(1) Establish procedures to ensure that the provisions of this Order are carried out.

(2) Provide an information copy of recruit related incident reports that happen at Weapons and Field Training Battalion to the Commanding Officer, Weapons and Field Training Battalion.

b. Commanding Officer, Headquarters and Service Battalion and Weapons and Field Training Battalion

(1) Establish procedures to ensure that the provisions of this Order are carried out.

(2) Provide an information copy of recruit related incident reports to the Commanding Officer, Recruit Training Regiment.

c. Assistant Chief of Staff, G-2/3. Assume staff cognizance and coordinate all aspects of Event/Incident Reporting.

d. Depot Officer of the Day

(1) Be thoroughly familiar with the contents of this Order.

(2) Upon relief, present to the Chief of Staff a copy of each incident report received during the tour of duty.



H. W. PETERSON III  
Chief of Staff

DISTRIBUTION: A

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QUALIFYING INCIDENTS

The following list of accidents, incidents or disturbances, while not all inclusive, provides examples of the type of events which shall be reported. If an incident occurs that is similar to one listed below, follow the reporting procedures contained in enclosure (2).

1. Military or Political Incidents. Any incidents of a military or political nature, that involves individual Marine Corps personnel or units and may result in local or national official reaction or extensive civilian news media interest.

2. Civil Disorders

a. Any requests for Marine Corps assistance in connection with civil disorders. The report should include the type of assistance requested, it's purpose, estimated duration of assistance, capability to furnish assistance, effect on accomplishment of unit mission, and anticipated local reaction.

b. Any civil disorder in which individual Marine Corps personnel and units are involved.

3. Operational Incidents. Any operational incident which may result in unusual interest by the public news media.

4. Ground Accidents. Any ground accident involving Marine Corps personnel which occurs on or near the Depot resulting in serious injury, loss of life or extensive property damage to civilian or military property.

5. Accidents Involving Ammunition, Explosives, or Nuclear Material. All negligent discharges and any explosion of ammunition or accident involving explosive material that causes or threatens to cause casualties or serious property damage.

6. Epidemic

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

b. Serious illness from explained or unexplained causes.

7. Serious Crimes, Mishaps, or Disturbances that May Result in Extensive News Coverage

a. Any mishap or occurrence that may arouse extensive news media interest or congressional interest. Examples of public reaction or contributing conditions should be included.

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b. Any serious crime or incident that may involve possible exercise of domestic or foreign criminal jurisdiction over Marine Corps personnel and their dependents if it may arouse public or congressional interest.

8. Acts of Sabotage. Any actual or suspected sabotage or covert acts against the Depot.

9. Compromise of Classified Information. Any incident involving the loss or compromise of classified information which may compromise operational plans, cause national news coverage, or create misunderstanding in public news media.

10. Training Incidents. Any training incident involving recruits or other personnel in any type of training which may result in interest by the news media or arouse congressional interest.

11. Natural Disaster. When a natural disaster (weather/earthquake) pose a serious threat to life or property and may result in the cancellation of operations or training.

12. Recruit Training Allegations. Allegations of maltreatment, financial dealings, verbal abuse, and related matters involving recruits and drill instructors/supervisory personnel.

13. Serious Injuries From Any Cause. Those injuries requiring medical evacuation to any hospital via ambulance or any other mode of transportation, in which the patient's condition is diagnosed by an Appropriately Credentialed Health Care Provider (ACHCP) to be Serious, Very Serious, or Critical.

14. Heat Casualties. Any case diagnosed by ACHCP personnel as Heatstroke or Heat Exhaustion in which the patient's condition is Serious, Very Serious, or Critical.

15. Suicide Attempts/Gestures. Any suicide attempt/gesture diagnosed by ACHCP personnel.

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REPORTING PROCEDURES1. Generala. Reporting Procedures to CMC

(1) The OPREP-3 SIR (Serious Incident Report) will be used to notify the CMC immediately of any incident or event where national interest is not indicated or has not been determined, but high Marine Corps interest is present.

(2) The OPREP-3 PINNACLE report will be used to notify the CMC of any event or incident of potential national or international significance.

2. Action. In the event an incident occurs which qualifies as a Depot Incident, the following action is directed:

a. Recruit Training Regiment, Headquarters and Service Battalion, and Weapons and Field Training Battalion. Make an initial telephone report to the Assistant Chief of Staff, G-2/3 (8757/8750) (Depot Officer of the Day after working hours, ext. 8700) immediately upon becoming aware of the incident.

(1) Make an initial telephone report to the Assistant Chief of Staff, G-2/3 (8757/8750) (Depot Officer of the Day after working hours, ext. 8700) immediately upon becoming aware of the incident.

(2) Nature of incident.

(3) Time and date of incident.

(4) Location of incident.

(5) Identification of person making the report.

(6) Number of Depot personnel involved.

(7) Units involved.

(8) Brief description of the incident (as complete as known facts will permit).

(9) Point of contact for additional information.

b. Expeditiously submit a Depot Incident Report, utilizing MCRD Form 5740/1, to the Assistant Chief of Staff, G-2/3, Room 206, Bldg 31. (Depot Officer of the Day, Bldg 31 after normal

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working hours, weekends, and holidays). Ensure the DIR is contained in a closed envelope or file folder since the information may be sensitive in nature.

c. DIR's concerning heat casualties will be reported telephonically to the Assistant Chief of Staff, G-2/3 immediately upon becoming aware of the situation. A written report utilizing MCRD Form 5740/1 will be submitted to the AC/S, G-2/3 by 1600 of the same working day. After normal working hours, weekends, and holidays the report will be submitted to the Depot Officer of the Day at Building 31.

d. The initial report must be followed up as soon as possible, normally within two hours, by a supplemental report that provides the patient's current status, condition, diagnoses, and prognosis, if known. This report must be updated immediately if a significant change in the Marine's condition occurs at any time.

e. In addition to the above reports, a daily status report shall be submitted to the Assistant Chief of staff, G-2/3 by 0830 each day as long as the patient's condition remains serious, Very Serious, or Critical. Points of contact for up to date patient information at the Naval Hospital, San Diego are the Marine Liaison Office (ext 532-6104) or the Patient Office (ext 532-8385).

f. When completing MCRD Form 5740/1 for heat casualties, include with the units/installations involved, the name of the Company Commander, Series Commander, and Senior Drill Instructor of recruit involved.

2. Depot Officer of the Day. In the event a Depot incident occurs after normal working hours, during weekends, or holidays:

a. Contact the Chief of Staff immediately and provide a brief of the incident; request further instructions. If the Chief of Staff cannot be contacted call the AC/S, G-2/3 utilizing the recall roster located in the Depot Officer of the Day duty binder.

b. Log in incident in the Depot Officer of the Day logbook.

c. Submit the DIR upon relief from post.

d. Maintain a separate folder of Heat Casualties DIR's and submit to the AC/S, G-2/3 upon relief.

3. Assistant Chief of Staff, G-2/3

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a. Upon receipt of a DIR, immediately effect distribution, as appropriate, to the following:

- (1) Chief of Staff;
- (2) Provost Marshals Office;
- (3) Naval Criminal Investigative Service;
- (4) Assistant Chief of Staff, SJA;
- (5) Public Affairs Office.

(Note: If necessary, coordinate a meeting of the above individuals to discuss the incident).

b. Decide if the incident is sufficient in magnitude to qualify as a Serious Incident. If the incident qualifies, advise the Chief of Staff, and provide the following information to the Commandant of the Marine Corps (Code POC, DSN 225-7366/7/8, commercial (703) 695-7366):

- (1) Nature of incident.
- (2) Zulu time and date of the incident (local date.time in parenthesis).
- (3) Location of incident.
- (4) Identification of person making the report.
- (5) Identification of personnel involved.
- (6) Point of contact for additional information.
- (7) Present and anticipated news media interest.
- (8) Any further action being taken.
- (9) Brief description of incident.

c. Upon completion of the initial voice report, submit a message of IMMEDIATE precedence. Classification of the message will be based on its content. Utilize the report format shown in enclosure (4).

d. Provide supplemental periodic reports as further details are ascertained.

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e. Incidents which occur at Weapons and Field Training Battalion which may effect Marine Corps Base, Camp Pendleton will be reported to Assistant Chief of Staff, Operations and Training at extensions 725-5744 or after hours, Command Duty Officer, extension 5617 at Marine Corps Base, Camp Pendleton by the Assistant Chief of Staff, G-2/3 Marine Corps Recruit Depot.

# DEPOT INCIDENT REPORT

Reference: DepO 5740.1

PRIORITY:				
Case No.	Nature of Incident	Date of Incident 28 Sep 1998	Time of Incident	T-Day
Location Incident Occurred	Initial Reporting Date:	Interim Reporting Date:	Final Reporting Date:	
Number of USMC Personnel Involved		Units/Installations Involved		
Recruits:		Permanent Personnel:		

**IDENTIFICATION OF PERSONS INVOLVED (Include victim, accused, and witnesses)**

Nature of Involvement	Rank/Status	Name (Last, First, MI)	SSN	DOB	Sex	Plt/Org

**ROUTING**

Reported To	Reported By (Name, Last, First MI)	Rank	Unit	Time	Date	Received by (Name First, Last, MI)	Rank	Unit
Company								
Battalion/OOD								
Regiment/OOD								
G-2/3/DSDO								

Description of Incident (Be complete and concise as possible, answer who, what, where, when, and how)

Present/Anticipated Civilian News Media Interest

Yes (Explain on Reverse)

No

Point of Contact for Additional Information(Name,Last,First MI)

Report Prepared By (Name,Last,First MI)

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FORMAT FOR AN OPREP-3 SIR MESSAGE

(Classification determined by information in the report)

From: CG MCRD WRR SAN DIEGO CA  
To: CMC WASHINGTON DC//POC//  
INFO: AS NECESSARY

(CLASS) //N05740//

SUBJ: OPREP-3 SIR

REF: (A) MCO 5740.2F

1. Summarize factual information concerning the incident. The extent of injuries to personnel and estimated dollar value of damage or loss will be included.

2. Point of Contact: name, military rank, phone numbers, billet.

3. Personnel Involved:

a. Suspect, victim, witness, sentry, driver, or other appropriate description.

(1) Grade or title.

(2) First name, middle initial, last name.

(3) Social security number (SSN). (If civilians, indicate their status; ie., dependent, etc., in place of SSN.)

(4) Unit Organization or address.

(5) Race, Sex: (e.g., Amer-Indian, female)

Race Options

Sex

Amer-Indian/Alaskan Native male

Asian/Pacific Islander female

Black

White

Unknown-Amplify race details as needed in the GENTEXT

(6) Status (i.e., hospitalized) and location of personnel involved.

b. Repeat paragraph (a) for additional suspects, victims, witnesses or others as necessary.

4. Designation of the organization of offices, military and civilian, conducting the investigation or point of contact for additional information.

5. Statement as to present or anticipated reaction of the civil populace to the incident. Include a statement that the cognizant

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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 local intelligence officer (has) (has not) been notified of this incident.

7. Further actions being taken.

DECL/enter declassification or downgrading instructions//