

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
San Diego, California 92140-5010

RETURN TO U.S. RN FILES

BnO 5740.1D
3
2 Feb 90

BATTALION ORDER 5740.1D w/rev 1-2

OFFICIAL FILE COPY

From: Commanding Officer
To: Distribution List

Subj: DEPOT INCIDENT REPORTING PROCEDURES

Ref: (a) MCO 5740.2E (NOTAL)
(b) DepO 5740.1D

Encl: (1) Qualifying Incidents
(2) Incident Reporting Procedures
(3) Depot Incident Report (DIR), MCRD Form 5740/1

1. Purpose. To set forth information and instructions concerning the reporting of Depot incidents.

2. Cancellation. BnO 5740.1C.

3. Summary of Revision. This Order is a significant change from the cancelled order. Primary staff responsibility for Depot incident reporting now rests with the Battalion S-2/3, and company commanders have been given reporting responsibilities.

4. Information

a. General. The Battalion Commander is responsible for reporting to the Commanding General, MCRD, San Diego all incidents in which members of this command are or may become involved and which, because of their nature, have real or potential national or international implications. Enclosure (1), while not all inclusive, provides examples of accidents, incidents, and disturbances which will be immediately reported to the Commanding General (AC/S G-2/3). In those cases where there is doubt as to the necessity for reporting an incident, a report shall be submitted.

b. Reporting Procedures

(1) Procedures for reporting qualifying incidents are contained in enclosure (2) and will be reported as a Depot Incident Report (DIR) using enclosure (3). All DIR's determined by the Commanding General, Chief of Staff, or AC/S G-2/3 to be of such magnitude as to require Headquarters, Marine Corps notification will be reported as Serious Incident Reports (SIR's).

ENCLOSURE (7)

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5. Incidents of a critical nature or of "immediate command interest" will be reported by telephone immediately after the incident occurs. Under no circumstances will incident reports with the potential for high level command interest be held pending notification of an absent local commander. The Battalion Officer of the Day during nonworking hours and the most senior officer available during working hours will ensure prompt, initial reporting to the Commanding General (Attn: AC/S G-2/3, or Depot Officer of the Day). The initial report will be made with the information available at the time to preclude delay. For the purpose of verification, the initial report will be supplemented by periodic situation reports as information develops. A written report will be submitted as expeditiously as possible, but no later than 24 hours after first learning of the incident.

6. Action

a. Bn S-2/3

(1) Assume staff cognizance over reporting of incidents as required by the references and this Order.

(2) Screen all DIR's received from the company commanders and report all significant incidents per reference (b).

(3) Provide an information copy of any recruit related DIR's to the Commanding Officer, Recruit Training Regiment.

b. Company Commanders

(1) Upon notification of an incident similar to the ones listed in enclosure (1), notify the Bn S-2/3 immediately by phone using the procedures set forth in enclosure (2).

(2) After notification to the Bn S-2/3 by phone, complete a DIR per enclosure (3).

c. Battalion Officer of the Day

(1) Report all significant incidents to the Depot Officer of the Day.

(2) Maintain a record of all telephonic reports and a copy of all written reports submitted to the Depot Officer of the Day.

(3) Contact the Bn S-2/3 or Battalion Executive Officer upon submission of any DIR.

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(4) Upon relief from duty, present DIR's received after working hours or on weekends to the Battalion Executive Officer.


J. M. D. HOLLADAY

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Ch 1 (30 APR 1990)

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
San Diego, California 92140-5010

BnO 5740.1D Ch 1
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30 APR 1990

BATTALION ORDER 5740.1D Ch 1

From: Commanding Officer
To: Distribution List

Subj: DEPOT INCIDENT REPORTING PROCEDURES

Encl: (1) New page inserts to BnO 5740.1D

1. Purpose. To transmit new page inserts and direct a pen change to the basic Order.

2. Action

a. Remove page 3 of the basic Order and replace with the corresponding page contained in the enclosure.

b. Remove enclosure (3) of the basic Order and replace with the corresponding enclosure contained in the enclosure.

c. In the basic Order, insert the heading on the top line, "UNITED STATES MARINE CORPS".

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Order.



M. MATLAK
By direction

DISTRIBUTION: A

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UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
San Diego, California 92140-5010

BnO 5740.1D Ch 2
6A

10 17 JUN 1994

BATTALION ORDER 5740.1D Ch 2

From: Commanding Officer
To: Distribution List

Subj: DEPOT INCIDENT REPORTING PROCEDURES

1. Purpose. To direct a pen change to the basic Order.
2. Action
 - a. In enclosure (2) paragraph 1 line 3 change the BOOD phone number to read "4-1983" vice "4-1984".
3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Order.



M. H. SMITH

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QUALIFYING INCIDENTS

The following are examples of events of such magnitude as to qualify as Depot incidents (and thus potential serious incidents). If an incident occurs that is similar to one listed below, complete the action described in enclosure (2).

1. Military or Political Incidents. Any incident of a military or political nature, domestic or foreign, 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 request for Marine Corps assistance in connection with civil disorders. The report should include the type of assistance requested, its 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. Serious Aircraft Accidents/Incident. Any accident or incident that causes casualties or extensive damage to civilian or military property.
5. Ground Accidents. Any ground accident which occurs on or near the Depot which results in loss of life or extensive property damage.
6. Near-Collision in Flight. Any collision or near-collision with civilian aircraft.
7. Accidents Involving Ammunition, Explosives, or Nuclear Material. All accidental discharges and any explosion of ammunition or accidents involving explosive material that causes or threatens to cause casualties or serious property damage.
8. Fires. Any fire which causes casualties or extensive damage to Depot property.
9. Epidemic
 - a. The presumptive diagnosis of any international disease that may require quarantine or the diagnosis of any disease of potential epidemic significance.

ENCLOSURE (1)

b. Serious or grave illness for unexplained cause.

10. 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.

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

11. Objects Dropped from Marine Corps Aircraft. Any incident in which an object dropped from a Marine Corps aircraft in flight may result in property damage or casualties.

12. "Act of God" Occurrences. Any incident caused by a hurricane, typhoon, tornado, sandstorm, snow, hailstorm, earthquake, ice, lightning, etc., which may impair the unit or installation or the accomplishment of its mission.

13. Acts of Sabotage. Any actual or suspected sabotage or covert acts against any Depot unit or section.

14. Compromise of Depot 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.

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

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

17. 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 in "Serious, Very Serious, or Critical Condition."

18. 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."

ENCLOSURE (1)

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19. Suicide Attempts. Any attempt diagnosed by ACHCP personnel to be an actual suicide attempt and not a gesture made for the purposes of receiving a discharge from the Marine Corps.

ENCLOSURE (1)

INCIDENT REPORTING PROCEDURES

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

1. Make an initial telephone report to the Battalion S-2/3 (4-1986, 4-1971) (Battalion Officer of the Day after working hours, ext. 4-1983) immediately upon becoming aware of the incident.

- a. Nature of incident.
- b. Time and date of incident.
- c. Location of incident.
- d. Identification of person making the report.
- e. Number of Depot personnel involved.
- f. Units involved.
- g. Brief description of the incident (as complete as known facts will permit).
- h. Point of contact for additional information.

2. Expeditiously submit a Depot Incident Report, utilizing MCRD Form 5740/1, to the Battalion S-2/3, Building 15. (Battalion Officer of the Day, Bldg 15 after normal working hours, weekends, and holidays.) Ensure the DIR is contained in a closed envelope.

3. DIR's concerning heat casualties will be reported telephonically to the Battalion S-2/3 immediately upon becoming aware of the situation. A written report utilizing MCRD Form 5740/1 will be submitted to the Battalion S-2/3 by 1600 of the same working day. After normal working hours, weekend, and holidays the report will be submitted to the Battalion Officer of the Day at Building 15.

4. The initial report must be followed up as soon as possible, normally within 2 hours, by a supplemental report that provides the patient's current status, condition, diagnosis, and prognosis, if known. This report must be updated immediately if a significant change in the Marine's condition occurs at any time.

5. In addition to the above reports, a daily status report shall be submitted to Battalion S-2/3 by 0800 each day as long as the patient's condition remains "Serious, Very Serious, or Critical." Points of contact for update patient information at the Naval Hospital, San Diego are the Marine Liaison Office (ext 532-6104) or the Patient Office (ext 532-8366).

ENCLOSURE (2)

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6. When completing MCRD Form 5740/1 for heat casualties, include with the units/installations involved, the name of the commander, officer-in-charge, or Drill Instructor of recruit involved.

ENCLOSURE (2)

ENCLOSURE (2)

DEPOT INCIDENT REPORT

Reference: DepO 5740.1

PRIORITY:

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

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

Nature of Involvement	Rank/Status	Name	SSN	Birthdate	Sex	PLIT/ORG.

ROUTING

Reported To	Reported By (Rank, Name, Unit)	Time/Date	Received By (Rank, Name, 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 Report Prepared By

