



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MCAS MIRAMAR
P O BOX 452001 SAN DIEGO CA 92145-2001

ABO 5740.1H

PMO

2 JUL 2003

AIR BASE ORDER 5740.1H

From: Commander
To: Distribution List

Subj: REPORTING INFORMATION OF CONCERN TO NATIONAL COMMAND
AUTHORITIES (NCA)

Ref: (a) MCO 5740.2F

Encl: (1) Types of Incidents to be Reported
(2) Cognizant Reporting Officers
(3) Format for Reporting Accidents/Incidents or
Disturbances
(4) Format for Reporting Accidental Discharges of
Firearms
(5) Format for Reporting Destructive Weather
Conditions
(6) Reporting Procedures for Death or Serious Injury
of a Civil Service Employee
(7) Personal Data Summary Sheet

Report Required: Incident of Potential National/
International Significance (Report Symbol
MC 5740-02), par. 4

- Purpose. To promulgate instructions for reporting information of concern to National Command Authorities (NCA) on matters involving Marine Corps, Navy and civilian personnel and units under the jurisdiction of this command.
- Cancellation. ABO 5740.1G.
- Information. The Commandant of the Marine Corps is responsible for reporting immediately to the National Military Command Center (NMCC) all incidents in which Marine Corps personnel, units or installations are, or may become, involved which, because of their nature, have real or potential national or international implications. This requirement is addressed in the reference. Reporting requirements for all commands under Commander, Marine Corps Air Bases Western Area (COMCABWEST) are contained in this Order. Enclosure (1), while not all inclusive, provides examples of incidents which would be reported normally.

4. Action. Each element of this command will be responsible for reporting incidents of potential national, or international significance, involving military or civilian personnel under their jurisdiction, to the cognizant general or special staff section head, designated in enclosure (2), for each type of reportable incident listed in enclosure (1). The cognizant general or special staff section head, or designated representative, shall then report immediately the incident per the policy and procedures set forth below.

a. During normal working hours, an initial report will be made by telephone within 15 minutes of the incident to the Chief of Staff, Marine Corps Air Station (MCAS) Miramar (DSN 267-1221/Commercial (858) 577-1221.) This initial report will provide the information in the format contained in enclosure (3). Accidental discharges of firearms will follow the format contained in enclosure (4). The Chief of Staff will ensure that the cognizant reporting official, as designated by enclosure (2), is notified immediately. The cognizant reporting official will telephone the Marine Corps Command Center (DSN 267-4833/Commercial (858) 577-4833) relaying the information in the same format. The reporting officer will immediately notify the Director, Joint Public Affairs Office (JPAO), Security Manager, and in the case of Civil Service employees, the Director, Human Resources Office (HRO).

b. After working hours, an initial telephonic report will be made within 15 minutes of an incident to the Station Command Duty Officer (CDO) (DSN 267-1141/Commercial (858) 577-1141.) The initial report will provide the information in the format contained in enclosure (3). Accidental discharges of firearms will follow the format contained in enclosure (4). The CDO will immediately relay the same initial report to the Chief of Staff, MCAS Miramar. If the Chief of Staff cannot be contacted, call the Staff Secretary. When directed, the CDO will report the incident telephonically to the Marine Corps Command Center (DSN 267-4833/Commercial (858) 577-4833) in the same format. The CDO will also notify the Director, JPAO MCAS Miramar and the Provost Marshal's Office.

c. If the individual involved is a civil service employee, the reporting format will be as depicted in enclosure (6).

d. Follow-up information will be prepared using message format and submitted to the Chief of Staff, MCAS Miramar for approval, prior to its release to CMC (POC). COMCABWEST will be listed on

2 JUL 2003

the message as an information addressee. The format to follow for the Personal Data Summary Sheet portion of this report is contained in enclosure (7).

e. Classification of reports will be based on its content.

f. Expeditious reporting is essential, whether by telephone or message, as the initial report alerts Headquarters, U.S. Marine Corps and enables them to alert officials at the highest levels available at the time to preclude delay. For the purpose of verification, the initial report will be supplemented by periodic situation reports as information is developed, or further details become available. If doubt exists as to the appropriateness of reporting, a report shall be made.



G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A

2 JUL 2003

TYPES OF INCIDENTS TO BE REPORTED

1. The following list of accidents, incidents or disturbances, while not all-inclusive, provides examples of the type incidents which shall be reported:

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

b. Civil Disorders

(1) 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.

(2) Any civil disorder in which individual Marine Corps personnel, units or installations are involved.

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

d. Serious Aircraft Accident/Incident. Any accident or incident that causes casualties or extensive damage to civilian or military property.

e. Ground Accidents. Any ground accident which occurs on or near a Marine Corps Installation which results in loss of life or extensive property damage. For situations involving Civil Service employees, see enclosure (6).

f. Near-Collisions in Flight. Any collision or near-collision with civilian aircraft.

g. Accidents Involving Ammunition, Explosives. Any explosion of ammunition or accident involving explosive material that causes or threatens to cause casualties or serious property damage.

ENCLOSURE (1)

h. Fires. Any fire that may impair the operational readiness of a Marine Corps unit, or which causes casualties, or extensive damage to Marine Corps property.

i. Epidemic

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

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

j. Serious Crimes, Mishaps or Disturbance that may result in Extensive News Coverage

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

(2) 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.

(3) When a Marine is identified as a suspect to a serious crime, the information contained in enclosure (7) will be forwarded to the Commandant of the Marine Corps (POS 40) within 24 hours of the issuance of a serious incident report.

k. 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.

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

m. Act of Sabotage. Any actual or suspected sabotage or covert acts against any Marine Corps unit or installation.

n. 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.

o. Training Incidents. Any training incident involving officer candidates, recruits or other personnel engaged in any type of training which may result in unusual interest by the public news media or arouse congressional interest.

p. Destructive Weather Conditions. Destructive weather conditions that may interrupt, delay, or cancel operations or training, or pose a threat to life and property. When destructive weather conditions such as a hurricane, typhoon, tornado, sandstorm, snow, hailstorm, ice, pose a serious threat to life or property, may result in the cancellation of operations or training, or cause aircraft evacuation, a report providing the information, as contained in enclosure (5), will be submitted as expeditiously as possible. The initial report will be telephonic, followed by update reports at least every 12 hours until the threat ceases.

q. Accidental Discharges of Firearms. Accidental discharge of firearms, only when injury, death, or extensive property damage has occurred.

2 JUL 2003

COGNIZANT REPORTING OFFICERS

*Corresponds to the type of incidents to be reported, using the subparagraph underlined titles listed in enclosure (1).

<u>CRO*</u> TYPE	A	B	C	D	E	F	G	H	I	J(1)	J(2)	J(3)	K	L	M	N	O	P	Q
SCTY																			
DEPT	X	X			X			X			X	X			X	X			
AC/S G-3			X	X		X	X						X	X					X
JPAO										X									
AC/S TRNG																	X		
SR MEDO									X										
UNIT CO																			X

ABO 5740.1H
2 JUL 2003

FORMAT FOR REPORTING ACCIDENTS/INCIDENTS OR DISTURBANCES
(CLASSIFICATION TO BE DETERMINED BY INFORMATION REPORTED)

DATE

REPORT EXAMPLE

(FOR USE IN ALL SERIOUS INCIDENT REPORTS, WHETHER TELEPHONIC OR
ELECTRONIC COMMUNICATION MESSAGE)

FROM: CG MCAS MIRAMAR CA//CS//
TO: CMC WASHINGTON DC//POC//
INFO: COMCABWEST MIRAMAR CA//
UNCLAS //N05740//
SUBJ: SERIOUS INCIDENT REPORT
MSGID/GENADMIN/CG MCAS MIRAMAR CA/-/=//
REF/A/DOC/CMC/6DEC96//
AMPN/REF A IS MCO 5740.2F//
RMKS/1. GROUND ACCIDENT
2. 172330Z JUL 02
3. STATION ARMORY PARKING LOT MCAS MIRAMAR
4. JONES, J.M. CAPT COMMAND DUTY OFFICER, MCAS MIRAMAR, CA.
5. SUBJECT
A. PFC, USMC
B. JOHN P. TROOPER
C. 000 00 0000.
D. H&HS, MCAS MIRAMAR, CA
E. MALE, 10 AUG 58.
VICTIM
A. LCPL USMC
B. CARL M. SMITH
C. 777 77 7777
D. VMA-542 MAG 32 2D MAW CHERPT NC
E. MALE 8 SEP 58
VICTIM
A. MRS
B. MARY E. SMITH
C. DEPENDENT
D. 89 B SHADY TREE RD MEMQ MCAS CHERPT, NC. 28533
E. FEMALE 17 JUL 60
WITNESS
A. MRS
B. JANE J. TROOPER
C. DEPENDENT
D. 74 A AOK RD MEMQ SANTA ANA, CA. 92709
E. FEMALE UNKNOWN

ENCLOSURE (3)

ABO 5740 1H
2 JUL 2003

6. LCPL SMITH AT NAVAL MEDICAL CENTER, SAN DIEGO, CA. PFC TROOPER, MAG-13, 3D MAW.
7. NAVAL INVESTIGATIVE SERVICE, MCAS MIRAMAR.
8. LOCAL NEWS MEDIA IS INTERESTED. JPAO MIRAMAR NOTIFIED.
9. PROVOST MARSHAL MCAS MIRAMAR HAS BEEN NOTIFIED.
10. INVESTIGATION STILL IN PROGRESS. SUBSEQUENT REPORTS WILL BE PROVIDED.
11. PFC TROOPER WAS POSTED AT THE ARMORY MCAS MIRAMAR. LCPL SMITH, MRS. SMITH AND MRS. TROOPER APPROACHED THE POST IN A CIVILIAN VEHICLE IN CIVILIAN ATTIRE. PFC TROOPER LOCKED AND LOADED HIS .45 CALIBER PISTOL AND CHALLENGED THE VEHICLE. UPON RECOGNIZING THE INDIVIDUAL, HE APPROACHED THE VEHICLE CLEARING HIS WEAPON. IN THE PROCESS OF CLEARING HIS WEAPON, IT DISCHARGED ACCIDENTALLY STRIKING LCPL SMITH IN THE HEAD AND MRS. SMITH IN THE LEG. LCPL SMITH WAS RUSHED TO THE MCAS MIRAMAR MEDICAL CLINIC AND FROM THERE TO NAVAL MEDICAL CENTER, SAN DIEGO, CA. CONDITION IS CRITICAL AND PROGNOSIS IS POOR. HIS WIFE WAS TREATED AND RELEASED FROM THE MCAS MIRAMAR MEDICAL CLINIC.//

ENCLOSURE (3)

2 JUL 2003

FORMAT FOR REPORTING ACCIDENTAL DISCHARGES OF FIREARMS
(CLASSIFICATION TO BE DETERMINED BY INFORMATION REPORTED)

FROM: CG MCAS MIRAMAR CA//CS//
TO: CMC WASHINGTON DC//POC//
INFO: COMCABWEST MIRAMAR CA//
UNCLAS //N05740//
CMC//CODEXPOS-40/MC-5500-02//
SUBJ: SERIOUS INCIDENT REPORT
MSGID/GENADMIN/CG MCAS MIRAMAR CA/-/-//
REF/A/DOC/CMC/6DEC96//
AMPN/REF A IS MCO 5740.2F//
RMKS/ 1. ACCIDENTAL DISCHARGE
2. ZULU TIME AND DATE OF INCIDENT.
3. LOCATION OF INCIDENT. REPORT THE EXACT LOCATION, USING IDENTIFIABLE LANDMARKS OR MILES TO THE NEAREST TOWN, CITY OR VILLAGE. USE MAP GRID COORDINATES ONLY WHEN OTHER MEANS OF IDENTIFYING THE LOCATION ARE IMPRACTICAL AND THEN IDENTIFY THE MAP COMPLETELY.
4. NAME, GRADE AND ORGANIZATION OF THE INDIVIDUAL ORIGINATING INITIAL REPORT.
5. IDENTIFICATION OF PERSON(S) INVOLVED, TO INCLUDE VICTIMS, SUSPECTS AND WITNESSES, INCLUDING INFORMATION AS TO THEIR:
A. GRADE AND TITLE
B. FIRST NAME, MIDDLE INITIAL, LAST NAME
C. SOCIAL SECURITY NUMBER (SSN). (IF CIVILIANS, INCLUDE THEIR STATUS, I.E. DEPENDENT, ETC., IN PLACE OF SSN).
D. ORGANIZATION OR ADDRESS
E. SEX AND DATE OF BIRTH
6. STATUS AND LOCATION OF PERSONNEL INVOLVED.
7. DESIGNATION OF THE ORGANIZATION OR OFFICES, MILITARY AND CIVILIAN, CONDUCTING THE INVESTIGATION. PROVIDE THIS COMMAND'S POINT OF CONTACT FOR ADDITIONAL INFORMATION.
8. STATEMENT AS TO PRESENT OR ANTICIPATED REACTION OF THE CIVIL POPULACE TO THE INCIDENT. (INCLUDE A STATEMENT THAT THE COGNIZANT 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).
9. STATEMENT THAT THE LOCAL INTELLIGENCE OFFICER (HAS) (HAS NOT) BEEN NOTIFIED OF THIS INCIDENT.
10. FURTHER ACTION BEING TAKEN.
11. A NARRATIVE OF FACTUAL INFORMATION CONCERNING THE INCIDENT. THE EXTENT OF INJURIES TO PERSONNEL AND ESTIMATED DOLLAR VALUE OF DAMAGES OR LOSS WILL BE INCLUDED.//

ABO 5740.1H

2 JUL 2003

FORMAT FOR REPORTING DESTRUCTIVE WEATHER CONDITIONS

FROM: CG MCAS MIRAMAR CA//CS//
TO: CMC WASHINGTON DC//POC//
(CLASS) //N05740//
SUBJ: DESTRUCTIVE WEATHER REPORT
MSGID/GENADMIN/CG MCAS MIRAMAR CA//
REF/A/DOC/CMC/6DEC96//
AMPN/REF A IS MCO 5740.2F//
RMKS/1. NATURE OF THE DESTRUCTIVE WEATHER (I.E.,
HURRICANE, TYPHOON, SNOW, ETC.)
2. UNIT
3. DESTRUCTIVE WEATHER CONDITION
4. PRESENT WEATHER CONDITIONS
5. COMMAND ACTIONS
6. REMARKS//

ENCLOSURE (5)

REPORTING PROCEDURES FOR DEATH OR SERIOUS INJURY OF A CIVIL
SERVICE EMPLOYEE

1. When a Civil Service employee is killed or seriously injured on the job, the first step for those on the scene is to obtain medical aid for the injured employee.
2. The second step is to notify the employee's Department Director or Assistant Director so that proper notification may be made to all concerned parties.
3. After making the required report to the Chief of Staff, the Department Director will notify the Director HRO, and the Department of Standardization Safety (DOSS) Officer.
4. The Director, HRO will coordinate the notification of the next of kin with the official from the Department who has been designated to make notification. If possible, this should be someone in a position of responsibility who knows the employee and preferably the family. This notification, if possible, will be made to the particular next of kin designated in the supervisor's record of employee. It is essential that notification be initiated only after coordination with the Director, HRO.

a. Serious Injury. In these cases, it is essential to notify the next of kin as soon as possible, so that they may get to the hospital where the employee has been taken. In these cases, the Department official will notify the next of kin by telephone. Basic Information, such as the nature of the injury (to the extent known) and the name and location of the medical facility where the employee has been transported, should be provided.

b. Death. In this case, notification to the next of kin should be made in person, if possible. The Department official designated to make notification will be accompanied by a representative from the HRO. These officials will obtain as much information as possible regarding the cause of death prior to making notification. Notification shall not be delayed, however, if the facts are not readily available or have not yet been determined. The HRO will inform the cognizant reporting officer when notification of the next of kin has been made.

2 JUL 2003

5. Upon notification of the Department Director, the DOSS Office will initiate an accident investigation. Department officials will ensure that the scene of the accident is left untouched until the area is released by the DOSS Office upon completion of the investigation.

6. In cases of death, the HRO will notify the Staff Judge Advocate, which will initiate a JAG investigation. In cases of serious injury, when a JAG investigation appears desirable, the HRO will make such a request to the SJA.

7. In cases of death, the Director, HRO will prepare a letter of condolence to the family for the signature of the Commanding General or Commanding Officer.

2 JUL 2003

PERSONAL DATA SUMMARY SHEET
(CLASSIFICATION TO BE DETERMINED BY INFORMATION REPORTED)

FROM: CG MCAS MIRAMAR CA//CS//
 TO: CMC WASHINGTON DC//POC-40//
 (CLASS) //N05740//
 SUBJ: PERSONAL DATA SUMMARY SHEET; CASE OF
 MSGID/GENADMIN/CG MCAS MIRAMAR CA//
 REF/A/DOC/CMC/6DEC96//
 REF/B/(REF DTG OF SIR)//
 NARR/REF A IS MCO 5740.2F. REF B IS (REF DTG OF SIR)//
 RMKS/1. IAW REF A AND B FOL INFO 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
 J. PREVIOUS CIVILIAN ARREST RECORD:
 K. DEROGATORY PAGE 11 ENTRIES:
 L. PREVIOUS OFFICE HOURS/COURT-MARTIAL:
 M. ENLISTMENT WAIVER: YES/NO FOR:
 NUMBER WAIVERS: DATE: GRANTED BY
 N. POINT OF CONTACT:
 O. ADDITIONAL INFORMATION://