



# UNITED STATES MARINE CORPS

1ST MARINE AIRCRAFT WING

UNIT 37101

FPO AP 96603-7101

IN REPLY REFER TO:

1330

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23 OCT 2002

## COMMANDING GENERAL'S POLICY LETTER 11-02

From: Commanding General, 1st Marine Aircraft Wing

To: Distribution List

Subj: 1st MAW POLICY ON REPORTING SIGNIFICANT EVENTS IMPACTING THE  
COMMANDING GENERAL'S CRITICAL INFORMATION REQUIREMENTS (CCIRs)

Encl: (1) Significant Event Reporting Matrix

1. Purpose. To establish and distribute 1st Marine Aircraft Wing (1st MAW) policy on the method of reporting significant events impacting the Commanding General's Critical Information Requirements (CCIRs).

2. Background. CCIRs aid the Commanding General by ensuring timely notification of events that affect the readiness or combat effectiveness of the Wing. This also applies to the status of 1st MAW actions that maintain situational awareness, assist planning future activities, and facilitate timely decision-making. The immediate reporting of changes in combat readiness, information regarding force closure, changes in critical supply levels, or serious incidents is essential to the effective command and control of 1st MAW. Although the proliferation of Email has improved our ability to distribute essential information rapidly and accurately, Email is not a substitute for immediate voice reporting of changes to the status of the Wing, or serious incidents.

3. Policy. All Commanding Officers and Principle Staff Officers of the 1st Marine Aircraft Wing are required to be familiar with the Commanding General's CCIRs, and to ensure timely notification of events that change the status of the readiness or combat effectiveness of the Wing.

a. Commanding Officers and principle staff officers are required to provide notification by voice of significant events affecting the readiness or combat effectiveness of the Wing. Voice communication includes Secure Telephone Unit (STU III), unsecured telephone lines when the information is unclassified, or Single Channel Radio.

b. When it is not possible to provide direct voice communications, alternate means will be used to ensure that the information has been received, and acted upon by 1st MAW. In this case, the information may be passed via alternate means while efforts to notify via voice continue. Upon confirmation of notification, 1st MAW units will complete all required written and electronic reports as directed by local standard operating procedures (SOP) and directives from higher headquarters.

M. H. BAMBERGER  
Chief of Staff

DISTRIBUTION: List 1/2/3

# Significant Event Reporting Matrix

Category A
<p>At all times, Group Commanders shall immediately notify CG via telephone when the following significant events occur:</p> <ul style="list-style-type: none"> <li>• Any change to Readiness Status of Wing (i.e. Red Stripe/SORTS)</li> <li>• Any increase in THREATCON/PPCON in countries in which 1<sup>st</sup>MAW Aircraft or Personnel are deployed</li> <li>• Death or Serious Injury to any 1<sup>st</sup>MAW member or dependent</li> <li>• Suicide attempt or Spousal Abuse by any 1<sup>st</sup>MAW member or dependent</li> <li>• Any incident involving 1<sup>st</sup>MAW member or dependent resulting in death or serious injury to a Local National</li> <li>• Any serious incident involving 1<sup>st</sup>MAW member or dependent with a Local National or Off-base establishment</li> <li>• When any 1<sup>st</sup>MAW aircraft is reported to be in an accident, missing, in an over-due status, or has to divert for emergency reasons</li> <li>• Serious Incident involving 1<sup>st</sup>MAW aircraft, ground equipment or facilities</li> <li>• Reports of Things Falling Off Aircraft (TFOA) that meet Serious Incident Reporting (SIR) criteria</li> <li>• Uncontained or Off-base HAZMAT spills</li> <li>• Flash Reports of HIGH severity</li> <li>• Flash Reports of HOSPITALIZATION severity</li> </ul>

Category B
<p>During normal working hours, Group Commanders shall notify CG via telephone when the following significant events occur:</p> <ul style="list-style-type: none"> <li>• Any alcohol related incident involving 1<sup>st</sup>MAW member or dependent with a Local National or Off-base establishment</li> <li>• On-base DUI issued to any 1<sup>st</sup>MAW member or dependent</li> </ul>

Category C
<p>At all times, Groups shall utilize chain of command/normal staff functions when the following events occur:</p> <ul style="list-style-type: none"> <li>• Ground Flash Reports of MEDIUM severity whether Occupational or Training Injury (Broken Bones or Heat Injury not requiring hospitalization)</li> <li>• Ground FLASH reports of LOW severity</li> <li>• Aviation FLASH reports of LOW severity</li> <li>• Aircraft movements outside of Okinawa's airspace ("Safe On Deck" calls)</li> </ul>

- *Watch Standers shall ensure that Chain of Command is properly notified and confirm receipt.*
- *Upon confirmation of notification, 1<sup>st</sup> MAW units will complete all voice, written, and electronic reports as directed by local Standing Operating Procedures (SOP) and directives from higher headquarters (ie: WGO 5740.5E SPECIAL INCIDENT REPORTING AND SAFETY FLASH REPORTS)*