



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 3040.1C
ADJ
DEC 05 2022

AIR STATION ORDER 3040.1C

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: PERSONNEL CASUALTY REPORT (PCR) AND SERIOUS INCIDENT
REPORT (SIR) NOTIFICATION PROCEDURES

Ref: (a) MCO 3040.4
(b) MCO 3504.2A
(c) MCIEAST-MCB CAMLEJO 3040.1E

Encl: (1) PCR and SIR Mandatory Distribution Lists

1. Situation. The references outline requirements and systems for reporting personnel casualties and serious incidents.
2. Cancellation. ASO 3040.1B.
3. Mission. To ensure proper reporting of PCR and operations event/incident report (OPREP-3) SIR notifications aboard Marine Corps Air Station (MCAS) New River, per the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure accurate and timely reporting of casualties and serious incidents in accordance with the references.

(2) Concept of Operations

(a) This Order shall be used in conjunction with the references to ensure proper execution of PCRs and SIRs.

(b) PCRs and SIRs shall be prepared at the lowest level capable (e.g. squadron, group, etc.) and shall be addressed per the enclosure.

b. Tasks

(1) Tenant Commanding Officers

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(a) Establish a Casualty Affairs program and assign a Casualty Assistance Command Representative (CACR) in accordance with reference (a).

(b) Notify the HQMC Casualty Section (MFPC) at (800)-847-1597 immediately and release all PCRs via the Defense Casualty Information Processing System (DCIPS) in accordance with this Order and the references.

(c) Notify the Marine Corps Operations Center (MCOC) at (866) 876-2669 immediately and release all SIRs in accordance with this Order and the references.

(d) Notify the MCAS New River Command Duty Officer (CDO) of all reportable incidents per the references and enclosures.

(e) Distribute a copy of the released PCR and/or SIR through the chain of command in accordance with the enclosure.

(2) S-3

(a) Notify the Installation CO and XO when an SIR is received or forthcoming concerning Air Station operations (e.g. training incidents, destructive weather, pandemic events, things falling off aircraft, Blue Dart, etc.).

(b) Notify the Marine Corps Operations Center (MCOC) at (866) 876-2669 immediately and release all reportable Station operational SIRs via the global address lists (GAL) via email, per the enclosure.

(c) Provide assistance to commands as required.

(3) Adjutant

(a) Establish an Installation Casualty Affairs Program and ensure you are appointed in writing as the Installation CACR.

(b) Inspect tenant command CACR programs and ensure appropriate training of CACR and Casualty Assistance Calls Officer (CACO) personnel.

(c) Provide assistance to commands as required.

(d) Ensure the CDO office has all current pertinent references and this Order easily accessible.

(4) Command Duty Officer (CDO). The CDO will:

(a) Ensure understanding of all pertinent material included in the CDO Binder regarding PCR and SIR reportable categories and incidents during every assignment to ensure compliance with the references on what is and is not reportable and proper procedures.

(b) Upon receiving notification of a casualty or serious incident, determine if the incident involves MCAS New River personnel, units, or facilities. If not, refer the matter immediately to the appropriate command. If so, gather all pertinent information necessary to include in the PCR or SIR and notify the below personnel in the order indicated:

1. Tenant command leadership
2. Station XO
3. Station Adjutant or Deputy Adjutant
4. Station S-3 and/or Safety

5. Marine Corps Installations East-Marine Corps Base
Camp Lejeune (MCIEAST-MCB CAMLEJ) CDO

5. Administration and Logistics

a. Summary of Revision. This Order has been revised completely and should be thoroughly reviewed.

b. The references and the enclosure will be utilized to report all PCRs and SIRs.

6. Command and Signal

a. Command. This Order is applicable to all tenant commands.

b. Signal. This Order is effective the date signed.


G. W. BURNETT

DISTRIBUTION: B

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PCR and SIR Mandatory Distribution ListsPCRs

Generate in DCIPS per reference (a) & send via email to the following GAL:

To:

1. CasualtyPCRUSMC-INJ_ILL_WIA@usmc.mil, or
2. **DEATHS ONLY:** CasualtyPCRUSMC-Deceased@usmc.mil

Cc:

1. MCICOM Watch Officer, mcicom.watch@usmc.mil
2. CDO.mcblejeune.fct@usmc.mil
3. MCB_CAMLEJ_CASUALTY@usmc.mil
4. CDO.NewRiver.fct@usmc.mil
5. MCIEAST_MCB_ADJ@usmc.mil
- **6-8. MCIEAST-MCB CAMLEJ Leadership: Deputy Commander, Chief of Staff, SgtMaj
- **9-13. MCAS New River Leadership: Station CO, XO, SgtMaj, Adjutant, and Deputy Adjutant
- **14-16. Immediate Chain Of Command Leadership (CO, XO, SgtMaj)

OPREP-3 SIRs

Generate via naval message format per reference (b) & send via email to the following GAL:

To:

1. HQMC Operations Watch Officer, HQMC.MCC1@usmc.mil
2. HQMC Operations Watch Chief, HQMC.MCC2@usmc.mil
3. HQMC Operations Watch Assistant, HQMC.MCC3@usmc.mil

Cc:

1. MCICOM Watch Officer, mcicom.watch@usmc.mil
2. CDO.mcblejeune.fct@usmc.mil
3. CDO.NewRiver.fct@usmc.mil
4. MCIEAST_MCB_ADJ@usmc.mil
- **5-7. MCIEAST-MCB CAMLEJ Leadership: Deputy Commander, Chief of Staff, SgtMaj
- **8-14. MCAS New River Leadership: Station CO, XO, SgtMaj, S-3, Safety, Adjutant, and Deputy Adjutant
- **15-17. Immediate Chain Of Command Leadership (CO, XO, SgtMaj)

Note: **Leadership points of contact will change; ensure you have the current, correct names verified.

Enclosure (1)