UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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POLICY LETTER 02-20

From: Commanding Officer, Marine Corps Air Station Cherry Point
To: Distribution List

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS

Ref: (a) MCO 3504.2A
(b) MCICOM Policy Letter 6-15
(c) MCIEAST-MCB CAMLEJ Policy Letter 07-17
(d) MCIEAST-MCB CAMLEJO 1601.1D
(e) MCIEAST-MCB CAMLEJO 3040.5
(f) ASO 1601.1B

Encl: (1) Marine Corps Air Station Cherry Point Commander's Critical Information Requirements List

1. Purpose. To promulgate what information must be brought to the Commanding Officer's attention immediately, and to provide guidance on reporting requirements in the event a CCIR is triggered.

2. Cancellation. Policy Letter 05-19.

3. Commander's Intent and Concept of Operations

a. Commander's Intent. Members of this command shall not hesitate to report Commander's Critical Information Requirements (CCIRs). Responsive CCIR reporting serves to enhance decision-making throughout the chain of command and ultimately ensures the effectiveness of the Air Station as a whole. Additionally, it is essential that all reporting and notification requirements are reviewed and executed when a CCIR is triggered, to include those to personnel, supported commands, and higher headquarters (HHQ). References (a) through (f) contain specific guidance pertaining to HHQ and internal reporting procedures.

b. Concept of Operations. The first contact made will be to the Station Executive Officer (XO) who will verify the CCIR and direct further action (e.g., call the Commanding Officer, recall staff members, execute OPREP-3/SIR procedures). When CCIRs are specific to H&HS, the Squadron XO will be contacted if the Station XO is unavailable. For Station-specific matters, the Director of Operations will be contacted if the Station XO is unavailable.

4. Action. When applicable (e.g., mutual aid dispatched in support of the City of Havelock), the Security and Emergency Services Directorate shall ensure the Command Duty Officer is promptly notified for subsequent reporting per paragraph 3a of this Policy Letter. Further, when a CCIR is triggered, proper command awareness will be pursued upon notification of the following:

M. R. HUBER

Distribution: A

MCAS Cherry Point Commanders Critical Information Requirements List

1. CCIR #1: Any event at MCAS Cherry Point or an outlying field resulting in the disability or death of Marine Corps personnel, civilians, or dependents, and/or property damage of more than $200,000.

2. CCIR #2: Any aircraft mishap involving a MCAS Cherry Point or 2d MAW unit.

3. CCIR #3: Any significant change in the readiness status and capability of MCAS Cherry Point to sustain the missions of the Air Station and supported commands or adequately protect personnel (e.g. unplanned change in airfield operating hours, loss of airfield operational capability, loss or degradation of critical infrastructure, utilities, security equipment, or logistical capability).

4. CCIR #4: Any change to, or potential change of, the Force Protection Condition (FPCON) or Health Protection Condition (HPCON) per a HHQ directive or Indication and Warning (I&W) of a threat that could impact installation protection.

5. CCIR #5: Any adverse significant event that impacts personnel on MCAS Cherry Point or off-base (e.g. fatality, hospitalization, fire, sexual assault, hazing, child abuse, suicide attempt or gesture, high profile arrest, or incident with potential media interest).

6. CCIR #6: Any request from the local community for the commitment of Air Station personnel/resources to provide defense support to civil authorities (DSCA).

7. CCIR #7: Any threat made against MCAS Cherry Point, terrorist attack, or other breach of security, to include gate running and non-false alarm activations of Intrusion Detection Systems (IDS) and radiological/chemical sensors.

8. CCIR #8: Any destructive weather event, epidemic, or other hazard that threatens life or property aboard MCAS Cherry Point or an outlying field.

9. CCIR #9: Any suspicious or hostile network activity that isolates MCAS Cherry Point and/or Supported Commands, impedes mission performance, or affects any MCAS Cherry Point systems or classified data.

10. CCIR #10: Any alleged misconduct committed by an Officer or Staff Non-Commissioned Officer.

11. CCIR #11: Any security violation to include the loss, compromise or violation of classified materials, a controlled crypto item or KMI.

12. CCIR #12: Any additional incident or issue that warrants timely command attention based on CDO, directorate, or subordinate command judgment (e.g. OPREP-3 or other immediately reportable event to HHQ).

13. Additional Reporting Considerations: In conjunction with these CCIRs, command attention is expected upon the triggering of an MCIEAST and MCICOM CCIR, OPREP reporting requirement, or need to send an emergency mass notification to installation personnel. Emergency mass notifications are not to be delayed until after command notification if the protection of life or property is necessary.