



# HEADQUARTERS BATTALION COMMANDING OFFICER'S CRITICAL INFORMATION REQUIREMENTS

3 AUGUST 2021



**(CCIR/URGENT) Immediate notification to Battalion Commander (within 60 min):**

- Death or life threatening injury of any Headquarter Battalion (HQ Bn) personnel
- Use of force that resulted in a weapon being drawn or used by HQ Bn personnel
- Arrest or allegation of HQ Bn personnel for felony crime (murder, rape, burglary, etc.)
- Missing HQ Bn personnel
- Class A or B mishap involving HQ Bn personnel
- Suicide attempts/ideations (confirmed by competent medical authority) involving HQ personnel
- Reportable security violation or potential compromise of classified material involving HQ personnel
- Loss of any serialized ordnance items (weapons, optics etc.) from any HQ Bn account

**(CCIR/PRIORITY) Notification of Battalion Commander the following cycle of daylight:**

- Death or life threatening injury of any HQ Bn dependent
- Any alleged, suspected or substantiated incidents involving hazing, domestic violence, or unrestricted sexual assault involving HQ Bn personnel
- Arrest/In hands of civilian authorities (IHCA) of HQ Bn personnel
- Hospitalization of any HQ Bn personnel
- Class C or D mishap involving HQ Bn personnel
- Power, water or HVAC outage to any HQ Bn facility

**(IR/ROUTINE) Notification of Battalion Commander during next normal duty day:**

- Significant positive accomplishments, reports, or news about any HQ Bn personnel
- Allegation of social media misconduct against HQ Bn personnel
- Any HQ Bn Marine dropped from Rifle/Pistol range
- Positive results of urinalysis for any HQ Personnel
- Report of an alcohol related incident involving HQ Bn personnel
- Results of Company NJP
- Loss, spillage or compromise of personally identifiable information (PII) or Personal Health Information (PHI) involving HQ personnel
- Any significant degradation of living conditions in Unaccompanied Housing (Bldg 2046)
- General Officer or Distinguished Visitors to HQ Bn areas
- Any other incident or activity that may lead to adverse media coverage or **that, in your judgement, the CO needs to know**

Mishap Class	Property Damage	Injury or Illness
A	\$2,000,000 or greater	Fatality or Permanent Total Disability
B	\$500,000 to \$1,999,999	Hospitalization of 3 or more personnel in same mishap or Permanent Partial Disability
C	\$50,000 to \$499,999	Injury/illness causing a minimum of one (1) lost workday
D	\$20,000 to \$49,999	Non-fatal injury/illness resulting in light/limited duty