Canc: Oct 2022

MCBUL 1500
M&RA (MF)
01 Oct 2021

MARINE CORPS BULLETIN 1500

From: Commandant of the Marine Corps
To: Distribution List

Subj: COMMAND INDIVIDUAL RISK AND RESILIENCY ASSESSMENT SYSTEM (CIRRAS)
       ASSIGNMENT AS THE FORCE PRESERVATION COUNCIL AUTHORIZED ORGANIZATIONAL
       COMMUNICATION TOOL

Ref: See enclosure (1)

Encl: (1) References
       (2) Appointment as Force Preservation Council (FPC) Certifier Letter
       (3) CIRRAS Roles and Permissions

1. Situation. The Force Preservation Council (FPC) process optimizes the
potential of all active and reserve Marines and attached Service members
(hereafter referred to as Service members) by identifying individual risk
factors and applying holistic risk management (RM) measures in order to
promote protective factors and enhance individual and unit readiness. In the
past, commanders lacked access to integrated, objective, and holistic
assessment of their Marines' overall readiness from a single source, to
include medical, mental health, and command input. The lack of this vital
information often resulted in adverse outcomes, including loss of life. The
Command Individual Risk and Resiliency Assessment System (CIRRAS) provides
commanders a single, standardized, web-based tool to enable proactive
identification and assessment of individual risk and resiliency factors. The
FPC process shall remain a commander's responsibility while CIRRAS introduces
consistency, standardization, and communication within a platform for FPC
relevant data. This Marine Corps Bulletin is in accordance with references
(a) through (r), and provides policy, assigns responsibilities, and outlines
procedural and training guidance regarding CIRRAS.

2. Mission. CIRRAS seeks to improve the Marine Corps Force Preservation
Council Process by automating the transfer of a holistic inclusive assessment
between commands, optimizing individual readiness, and enabling enterprise-
wide risk management. CIRRAS provides command awareness of individual force
preservation issues before and after a critical event occurs. CIRRAS also
facilitates risk mitigation by allowing commanders to review Service member
force preservation information at any time, not just during a monthly FPC
meeting.

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unlimited.

3. Execution

    a. Commander's Intent and Concept of Operations

       (1) Commander's Intent. CIRRAS shall be utilized by all active duty Marine Corps commands, to include attached Navy personnel. CIRRAS replaces the Marine Online (MOL) Hand-Off Tool and any other FPC data management applications or processes. Marine Corps leaders shall make every effort to preserve and protect Service members by utilizing persistent and engaged leadership, which, along with risk identification and management, can achieve the highest level of force preservation and readiness. CIRRAS shall consolidate and display a dashboard containing current and concise information on Service member risk factors and highlight areas of concern. Commanders can help mitigate risk by selecting risk management strategies specific to the Service Member's level of need.

       (2) Concept of Operations

          (a) System Access. CIRRAS is designed to allow leaders with a need to know, who are able to intervene and assist Service members in avoiding negative outcomes, access to inputted and consolidated data. At the same time, CIRRAS limits access in accordance with laws and regulations to protect the privacy of individuals.

            1. All CIRRAS users must access CIRRAS through a Department of Defense Information Network (.mil network), login using their Common Access Card (CAC), and have valid Health Insurance Portability and Accountability Act of 1996 (HIPAA) and current Personally Identifiable Information (PII) training certificates. HIPAA training is available on the Joint Knowledge Online website; PII training is available through MarineNet. The assigned CIRRAS Unit Administrator shall manage training completion and annual compliance. For those who require access when not on the Marine Corps Enterprise Network or other .mil network, including .edu, they shall be required to connect to a .mil network using a Virtual Private Network capability.

            2. It is the responsibility of the commanding officer (CO) to assign CIRRAS users as appropriate and to ensure roles and permissions are periodically reviewed. It is recommended that this review is performed no less than quarterly. Access to CIRRAS shall be provided only to command, designated support staff with the sufficient need to know, or others deemed beneficial to the FPC by the CO. The capability to assign support staff roles within the application, such as Deployment Readiness Coordinators, Chaplains, Substance Abuse Control Officers, etc. will be implemented in v1.1 of CIRRAS.

            3. Unit Administrators shall assign permissions to the appropriate personnel within the unit, as directed by the CO. Unit Administrators shall request initial permissions through the Deputy Commandant for Manpower and Reserve Affairs, Marine and Family Programs Division at CIRRAS.Support@usmc.mil. Unit Administrators shall primarily be the same personnel who manage unit personnel data in Marine Corps Total Force System (MCTFS), but if necessary, may be personnel currently assigned to FPC logistics within your unit.

4. User accounts for those who do not log in for 35 days shall be disabled. Users with disabled accounts must contact their Unit Administrator to be unlocked.

5. Users who do not log in for 60 days will automatically be removed from their role within CIRRAS. Users who have been removed from their role must re-request access through their Unit Administrator.

6. Unit Administrators shall be responsible for removing CIRRAS access for any Service member who separates from military service, transfers to a new unit, or is directed by the CO to be removed. Commanders shall add the assignment and removal of CIRRAS permissions to the unit check-in/check-out process.

7. The Service member's First Line Leader (FLL), CO, Executive Officer (XO) or Chief of Staff assigned to the XO role, and the Safety Officer and Medical/Mental Health Officials assigned to the unit have View/Edit capability for all pages of assigned Service members. Only OSCAR/Combat Stress Platoon (CSP) and Navy Mental Health Officials shall be designated 'Mental Health Officials'. The Sergeant Major (SgtMaj) or the Senior Enlisted Advisor assigned to the SgtMaj role, will have View/Edit capability for enlisted personnel within the unit. Medical information in a Service member's profile is restricted to the CO, Mental/Medical Health Officer, and the FPC Certifier. Only the CO and FPC Certifier have the capability to assign an overall risk determination for a Service member. Upon initial deployment of CIRRAS, COs shall make an initial risk determination for each Service member in their unit.

8. The CO shall designate, at a minimum, one FPC Certifier within the unit. It is recommended that multiple FPC Certifiers are designated for continuity of operations. The FPC Certifiers have CO-level permissions to allow the FPC Certifier to use their computer to display CIRRAS while conducting an FPC. The CO may choose to add and remove FPC Certifier permissions to ensure access is only allowed during an FPC. Due to the delegation of CO permissions, each FPC Certifier shall be appointed in writing using the template provided in enclosure (2).

9. The Chaplain assigned to or providing support for the unit has the option of using CIRRAS in accordance with reference (c), at the discretion of the unit CO. Chaplains can review individual profiles to better understand factors affecting Service members under their care. Unconstrained communication with a Chaplain in complete privacy encourages Service members, their families, and other authorized personnel to seek assistance and disclose the full nature of the issue, enhancing the scope and quality of care. Only the person receiving counsel may approve the full or partial release of this privileged communication. Under the mandate of reference (l), Chaplains shall prevent the sharing of all privileged information in order to protect the relationship of trusted communication and thus should not be asked to divulge this protected information.

10. The CO's CIRRAS profile is automatically visible to the next higher unit FPC.

11. Details of each CIRRAS role are included in enclosure (3).

12. <u>Mortality Procedure</u>. Upon the death of a Service member, regardless of the cause of death, the Unit Administrator shall lock the Service member's profile. Once locked, no further changes to the profile will be possible. If the Service member cause of death is deemed to be suicide, a copy of the Service member's profile shall be forwarded to the General Officer who will receive the final command investigation brief.

(b) <u>Service Member Data Management</u>

<u>1</u>. Service member profile information shall be updated prior to each FPC.

<u>2</u>. During the initial deployment, commands shall create profiles for all personnel within 90 days of CIRRAS deployment. For Service members who join a unit during the 90 day deployment period, commands shall have 30 days to input new join information or the remainder of the 90 days, whichever is greater.

<u>3</u>. Commands have 30 days to complete/update profiles of new joins after the initial deployment period has concluded.

<u>4</u>. The Risk Calculator utilizes MCTFS and command input data to display areas where risk is accumulating. The Risk Calculator displays risk in seven categories – the "Six F's" per reference (b) and "Critical Stressors." The Risk Calculator shall not be used alone to determine a Service member's risk level.

<u>5</u>. Risk Recommendations, a recommended FP risk-level, can be made by any FPC Member to assist the CO in making a Risk Determination. A Risk Recommendation shall be provided when providing narrative-based content to a Service member's profile via the "Add Event" functionality.

<u>6</u>. The CO is responsible for reviewing and validating risk recommendations and assigning a Risk Determination, the official FP risk-level assigned to a Service member.

<u>7</u>. Each data point within a Service member's profile has an individual expiration date and is identified by a hover over feature. This functionality requires the FLL to periodically review a Service member's profile to ensure data remains relevant and is accurate.

<u>8</u>. Users can also add narrative type information under the "Add Event" capability. Users must bear in mind that comments entered are viewable by all CIRRAS users in a Service member's chain-of-command.

<u>9</u>. Each of the Service member profile pages has an individual progress bar. The progress bars indicate profile completion by page. While an FPC can be conducted and a risk determination can be made without completing all data points, CIRRAS is the most useful to commanders when all or most data points are evaluated.

<u>10</u>. Changes are only stored when a user clicks the "Save" button on that page. Users will be prompted to save when navigating away from an unsaved page if changes were made.

<u>11</u>. Help and support is provided by Marine Corps Tactical Systems Support Center (MCTSSA); a link to MCTSSA ticketing system is

provided via the "Help" menu option in CIRRAS. Orders, Instructions, Guides, Frequently Asked Questions, and Training Materials are also provided.

12. Service member data in CIRRAS is protected through CAC authentication and rigorous cybersecurity controls, as required by Marine Forces Cyber Command requirements. Attempting to copy or manage data outside of the system through screenshots or printing information from the system is prohibited, as it compromises these security measures. Data shall be safeguarded in accordance with the provisions of the HIPAA and Privacy Act. CIRRAS and all data resident within CIRRAS shall only be used for force preservation. Any other use of CIRRAS is strictly prohibited.

13. Sensitive medical information resident on the "Health and Fitness" page of CIRRAS is visible by the Medical/Mental Health Officers, FPC Certifier, and the CO only. Personnel in these roles are urged to exercise caution when entering this type of sensitive information in the "Event" boxes of a Service member's profile, as the "Event" boxes are visible to all CIRRAS users in the Service member's chain-of-command. Data shall be safeguarded in accordance with the provisions of the HIPAA and Privacy Act.

14. The following information shall be restricted from inclusion within CIRRAS, in accordance with references (n), (p), (q), and (r). Seek guidance from Legal Counsel and/or Privacy Act Coordinator.

a. Restricted Reports, to include restricted information for SAPR or the Family Advocacy Program, as outlined in references (g) and (h).

b. Data regarding a Service member's family, friends, or other acquainted personnel; data shall be directly about Service member only. Limited demographic information on the Service member's spouse and the names of the Service member's roommate(s) are included to assist in familiarization with a Service member's living situation as it relates to Force Preservation. If the Service member's non-dependent roommate is a civilian rather than another Service member, "CIVILIAN" shall be entered in the name field.

c. Data shall not be used for: performance, selection, promotion, or disciplinary proceedings.

15. CIRRAS contains PII and HIPAA-protected information. All personnel accessing the system are required to manage data within the system in accordance with references (i), (j), (p), and (q). Improper or unauthorized use of system data may result in civil or criminal penalties.

(c) Transfer of Service Member Data

1. Service member data will automatically be visible to the CO, XO, and SgtMaj (enlisted only) of the gaining command once a Future Marine Corps Code posts in MCTFS. Gaining command will have visibility without the ability to edit the profile until the Service member is officially joined to the gaining command.

2. If a Service member is not automatically assigned to the correct unit, commands must coordinate with the unit's administrator to correct the record. Changes made in MCTFS may take 1-2 days to be reflected in CIRRAS.

3. Transferred Service members with a Risk Determination of Low shall be assigned an Elevated Risk Determination for 30 days from join date. Service members whose Risk Determination is Elevated or higher prior to a transfer will not be automatically elevated by the system during first 30 days after joining a new unit.

(d) Record Access Procedures

1. Individuals seeking access to information about themselves contained in CIRRAS should address written requests to the commanding officer where assigned or to the system manager at Headquarters Marine Corps, Manpower & Reserve Affairs (M&RA), Marine & Family Programs (MF) Division, 3280 Russell Rd., Quantico, VA 22134-5143, 4th Deck.

2. Signed, written requests should include the individual's full name, EDIPI/DoD ID number, telephone number, street address and/or email address.

(e) Conducting a Force Preservation Council (FPC)

1. CIRRAS aids the FPC process by providing a secure platform to organize and transfer Service member force preservation data. Commands shall use CIRRAS to manage FPC data for all Service members subject to the FPC.

2. The FPC Log, a page within CIRRAS, automatically logs and displays the time, duration, and Service members reviewed during the associated FPC.

3. The FPC Banner includes the Date, Time, Location, Point of Contact, and Phone Number for the next FPC. This information is managed at the unit level and can be updated by the CO, XO, SgtMaj, Safety Officer, or the FPC Certifier.

4. CIRRAS system design allows commands to project Service member profiles while conducting an FPC to provide a holistic view of a Service member and to facilitate real-time discussion and improved mitigation strategies. During the FPC, Commanders shall only make medical information visible to those with a need to know in the performance of their official duties.

4. Administration and Logistics

a. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

b. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper

maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

    c. <u>Cancellation Contingency</u>. This Bulletin is cancelled one year from the date of publication or when incorporated into reference (a), whichever occurs first.

    d. <u>Recommendations</u>. Recommendations concerning the content of this Bulletin should be forwarded to Manpower and Reserve Affairs (M&RA), Marine and Family Programs Division (MF) via cirras.support@usmc.mil.

5. <u>Command and Signal</u>

    a. <u>Command</u>. This Bulletin is applicable to all active duty units in the Marine Corps.

    b. <u>Signal</u>. This Bulletin is effective the date signed.

ERIC M. SMITH
Assistant Commandant
of the Marine Corps

DISTRIBUTION: PCN 10201505800

References

(a) MCO 1500.60
(b) MCO 1500.61
(c) MCO 5351.11
(d) MCO 3900.20
(e) MCO 5311.1E
(f) MCO 3500.110
(g) MCO 1752.5C
(h) MCO 1754.11
(i) 5 U.S.C. 552a
(j) SECNAV M-5210.1
(k) SECNAVINST 5211.5F
(l) SECNAVINST 1730.9A
(m) DODI 6490.08, "Command Notification Requirements to Dispel Stigma in Providing Mental Health Care to Service Members", August 17, 2011
(n) MCO 5210.11F
(o) 42 CFR Part 2, Confidentiality of Substance Use Disorder Patient Records
(p) 45 CFR 164.512(k)(1), Privacy of Individually Identifiable Health Information, Uses and disclosures for which an authorization or opportunity to agree or object is not required.
(q) DoDM 6025.18, "Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs", March 13, 2019
(r) DoDD 6490.02E CH-2, "Comprehensive Health Surveillance", August 28, 2017

Appointment as Force Preservation Council (FPC) Certifier Letter

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                        (Organizational Heading)


                                                     SSIC
                                                     Code
                                                     Date


From: Commanding Officer, (Unit)
To:   SSgt John T. Smith 1234567890 (EDIPI)/0102 (MOS) USMC

Subj:  APPOINTMENT AS FORCE PRESERVATION COUNCIL (FPC) CERTIFIER

Ref:   (a) MCO 1500.60
       (b) MCBul 1500

1.  Per the references, you are appointed as a FPC Certifier in the Command
Individual Risk and Resiliency Assessment System (CIRRAS).  You are directed
to become familiar with the above reference and all other
pertinent/applicable directives or instructions.

2.  The FPC Certifiers have "Start FPC" and "End FPC" functionality within
CIRRAS, enabling CO-level permissions and views while conducting an FPC.
This allows the FPC certifier to use their computer to project CIRRAS during
an FPC.

3.  This appointment acknowledges that the following are true for the
appointee:

        (a) The appointee requires access to CIRRAS to support their role
            within the unit's FPC process.

        (b) The appointee has completed Health Insurance Portability and
            Accountability Act of 1996 (HIPAA) and Personally Identifiable
            Information (PII) training requirements.

4.  This appointment shall remain in effect until the appointee leaves the
unit, a replacement is designated in writing, or until revoked by the
commanding officer.

5.  The point of contact regarding this matter is (provide name, phone
number, and email address).



                            I. M. COMMANDER
                            (Billet title)
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CIRRAS Roles and Permissions

CIRRAS Role	Permissions
CO	**View**: Landing Page, Organization Summary, Active Force Preservation, Force Preservation Individual Summary, Service Member Pages, FPC Log, FPC Banner, Admin Permissions, Help, Guides & FAQs **Actions**: Initiate/Certify FPC Occurrence, Enter & Edit Next FPC Date, Acknowledge/Edit Risk Determination, Edit Service Member Command Input fields, Enter Service Member Events, Assign/Remove Permissions, Create Service Member Record, Assign Service Member to Organization
XO	**View**: Landing Page, Organization Summary, Active Force Preservation, Force Preservation Individual Summary, Service Member Pages, FPC Log, FPC Banner, Admin Permissions, Help, Guides & FAQs **Actions**: Initiate/Certify FPC Occurrence, Enter & Edit Next FPC Date, Acknowledge/Edit Risk Determination, Edit Service Member Command Input fields, Enter Service Member Events, Assign/Remove Permissions, Create Service Member Record, Assign Service Member to Organization
Safety Officer	**View**: Landing Page, Organization Summary, Active Force Preservation, Force Preservation Individual Summary, Service Member Pages, FPC Log, FPC Banner, Help, Guides & FAQs **Actions**: Initiate/Certify FPC Occurrence, Enter & Edit Next FPC Date, Edit Service Member Command Input fields, Enter Service Member Events
First Line Leadership (FLL's Office/Organization ONLY)	**View**: Landing Page, Organization Summary, Active Force Preservation, Force Preservation Individual Summary, Service Member Pages, FPC Banner, Help, Guides & FAQs **Actions**: Edit Service Member Command Input fields, Enter Service Member Events
Officer Medical	**View**: Landing Page, Organization Summary, Active Force Preservation, Force Preservation Individual Summary, Service Member Pages, FPC Banner, Help, Guides & FAQs **Actions**: Edit Service Member Command Input fields, Enter Service Member Events

CIRRAS Role	Permissions
FPC Certifier	**View:** Landing Page, Organization Summary, Active Force Preservation, Force Preservation Individual Summary, Service Member Pages, FPC Banner, Help, Guides & FAQs **Actions:** Initiate/Certify FPC Occurrence, Enter & Edit Next FPC Date, Acknowledge/Edit Risk Determination, Edit Service Member Command Input fields, Enter Service Member Events
Sergeant Major (Enlisted ONLY)	**View:** Landing Page, Organization Summary, Active Force Preservation, Force Preservation Individual Summary, Service Member Pages, FPC Banner, Help, Guides & FAQs **Actions:** Enter & Edit Next FPC Date, Edit Service Member Command Input fields, Enter Service Member Events
Enlisted Medical (Enlisted ONLY)	**View:** Landing Page, Organization Summary, Active Force Preservation, Force Preservation Individual Summary, Service Member Pages, FPC Banner, Help, Guides & FAQs **Actions:** Edit Service Member Command Input fields, Enter Service Member Events
Mental Health Officer/OSCAR	**View:** Landing Page, Organization Summary, Active Force Preservation, Service Member Pages, FPC Banner, Help, Guides & FAQs **Actions:** Edit Service Member Command Input fields, Enter Service Member Events
Chaplain	**View:** Landing Page, Organization Summary, Active Force Preservation, Service Member Pages, FPC Banner, Help, Guides & FAQs **Actions:** Enter Service Member Events
Administrator	**View:** FPC Banner, Admin Permissions, Help, Guides & FAQs **Actions:** Assign/Remove Permissions, Create Service Member Record, Assign Service Member to Organization
Program Advocate	**View:** Organization Summary **Actions:** Add/Edit Announcements