



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U.S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON CA 92055-5300

5100
FPD

OCT 9 2018

POLICY LETTER 7-18

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE EIGHT DAY BRIEFS

Ref: (a) MCO 5100.29
(b) MARADMIN 672/16
(c) MARADMIN 490/18

1. Purpose. In accordance with references (a) through (c), this letter establishes I Marine Expeditionary Force's (I MEF) policy for 8-day brief requirements, routing, and distribution.

2. Information. Per references (a) and (b), all serious mishaps (Class A and B); non-combat deaths not stemming from disease or illness, including deaths by suicide or attributed to criminal activity; and suicide attempts, when verified by medical authority, require an 8-day brief.

a. Reporting. Major Subordinate Command Commanding Generals suffering losses requiring an 8-day brief will email I MEF Commanding General a synopsis of the event with 8-day brief attached in accordance with the format and suspense timelines set forth in references (a) and (b) (i.e. via encrypted email and not later than the 8th day following the event). I MEF Major Subordinate Element Commanders will brief I MEF Deputy Commanding General who will subsequently email I MEF Commanding General. I MEF Force Preservation Directorate will consolidate briefs and compile a monthly executive summary for I MEF Commanding General review by the tenth day of each month.

b. Additional Routing. All 8-day emails and briefs sent to I MEF Commanding General will carbon copy (1) I MEF Deputy Commanding General; (2) I MEF Chief of Staff; (3) I MEF Sergeant Major; (4) I MEF Command Master Chief; and (5) "I MEF 8 Day Brief" distribution list in the Global Address List (GAL). I MEF Force Preservation Directorate will subsequently email all 8-day briefs to Headquarters Marine Corps (HQMC) 8-day brief distribution lists (i.e. "8 Day Aviation Mishap," "8 Day Suicide/Attempt," or "8 Day Ground/Off-Duty"). I MEF Force Preservation Directorate administers the I MEF 8-day distribution list.

3. Scope. This Policy Letter applies to all 8-day briefs originating from I MEF commands. 8-day briefs are to be safeguarded, for official use only, contain Personal Identifiable Information and Protected Health Information, constitute general officer pre-decisional communications, and shall not be released or included in any other reports without approval from the originating or receiving general officer. All Freedom of Information Act

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

4. Certification. This Policy Letter is effective on the date signed, and it is applicable to all I MEF commands, including those units assigned under the operational control of I MEF.


J. L. OSTERMAN

Distribution: I, II