



8-DAY BRIEF QUICK REFERENCE

- BLUF:** Following certain significant events, Eight-Day Briefs required *preliminary* informational briefings following certain significant events. These briefs are FOUO per-decisional communications between general officers, (i.e., the first General Officer to next Lieutenant General in the chain-of-command and other select HQMC personnel). 8-Day Briefs contain PII and PHI. Handle, disseminate, and store accordingly.
- WHO:** First General Officer in the affected unit's chain-of-command.
- WHAT:**
- ▶ Ensures completion of the 8-Day Brief template (see below).
 - Sends by **encrypted** email to the appropriate distribution list (see below).
 - May copy additional recipients, including subordinate/adjacent commanders, if desired.
- WHEN:**
- ▶ NLT the close of the eighth calendar day following:
 - All Class A or B mishaps;
 - Any non-combat death not due to morbidity (disease), to include accidental deaths caused by Marines/Sailors;
 - All suicide attempts verified by Competent Medical Authority (military or civilian).
 - ▶ 8-Day Briefs shall not be submitted for criminal activity, including sexual assault, unless the event also meets the above criteria. Example – DO NOT report DUI arrests; DO report car accidents caused while driving drunk if injury/damage criteria is not met.
- WHERE:** CMC Safety Division SharePoint site under Mishap Reporting (CAC enabled, use e-mail certificate):
<https://eis.usmc.mil/sites/cmcsd/Reporting/Forms/Reporting.aspx>
- *8-Day Template: Aviation Event*
 - *8-Day Template: Suicide Event*
 - *8-Day Template: Other Event*
- WHY:**
- ▶ [MCO 5100.29B \(Marine Corps Safety Program\)](#), paragraph 4.b.(13).(f).
 - [MARADMIN 490/18 - "Changes to 8-Day Briefs Routing and Distribution"](#)
 - [MARADMIN 672/16 – "Change to MARADMIN 558/16 Eight-Day Brief Requirements"](#)
 - [MARADMIN 558/16 – "Eight-Day Brief Requirements"](#)
 - ▶ The following distribution lists are in the Global Address List (GAL), maintained by CMC(SD):
 - 8_Day_Aviation_Mishap@usmc.mil
 - 8_Day_Ground_Off-Duty@usmc.mil
 - 8_Day_Suicide_Attempt@usmc.mil
- POC:** For questions regarding 8-Day Brief requirements or email distribution lists please contact LtCol Gregory Fletcher, CMC Safety Division at commercial (703) 604-4362 or DSN 312-664-4362.