# 8-DAY BRIEF QUICK REFERENCE

**BLUF:** Eight-Day Briefs are a *preliminary* brief to the ACMC following certain significant events. These briefs are FOUO pre-decisional communications between general officers (first General Officer in chain of command to the ACMC and select HQMC personnel). These briefs contain PII and PHI. Handle, disseminate, and store accordingly.

**WHO:** First General Officer in the affected Marines' 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 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). This includes 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 crimes, 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 have been met.

**WHERE:**
- PowerPoint Brief templates can be found on Safety Division's SharePoint site, on the Home page under Safety Reporting (permission required, use e-mail certificate). The site link and template file names follow:
  - https://ehqmc.usmc.mil/org/cmcsd/default.aspx
  - All Other Event 8-Day Template v20170811
  - Aviation Mishap 8-Day Template v20170811
  - Suicide Event 8-Day Template v20170811
- 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

**WHY:**
- MCO 5100.29B paragraph 4.b.(12).(f).
- MARADMIN 558/16 – "Eight-Day Brief Requirements".
  - http://www.marines.mil/News/Messages/Messages-Display/Article/981309/eight-day-brief-requirements/
- MARADMIN 672/16 – "Change to MARADMIN 558/16 Eight-Day Brief Requirements".
  - http://www.marines.mil/News/Messages/Messages-Display/Article/1036188/change-to-maradmin-55816-eight-day-brief-requirements/

**POC:** For questions regarding 8-Day Brief requirements or email distribution lists please contact LtCol Adam Pastor, CMC Safety Division at commercial (703) 604-4362 or DSN 312-664-4362.