



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON DC 20350-3000

NAVMC 1500.5  
M&RA (MF)  
16 Dec 2024

NAVMC 1500.5

From: Commandant of the Marine Corps  
To: Active Component, Selected Marine Corps Reserve and  
attached Service Members

Subj: COMMAND INDIVIDUAL RISK RESILIENCY ASSESSMENT SYSTEM  
(CIRRAS) FUNCTIONS

Ref: See enclosure (1)

Encl: (1) References  
(2) Sample Appointment Letter  
(3) Sample Memorandum for the Record

1. Overview. Command Individual Risk Resiliency Assessment System (CIRRAS) provides commanding officers (CO) a single, standardized, web-based tool to enable proactive identification and assessment of individual risk and resiliency factors. CIRRAS is the singular authoritative tool supporting the Force Preservation Council (FPC) process. It facilitates the transfer of a holistic inclusive assessment between commands, optimizes individual and unit readiness, and provides command awareness of individual force preservation issues before and after a critical event occurs. CIRRAS also facilitates risk mitigation by allowing COs to review information impacting force preservation at any time. It can be used outside of monthly FPC meetings. This NAVMC is in accordance with references (a) through (x).

2. Process. FPC requirements are established in reference (v). In accordance with reference (v), CIRRAS must be utilized by all commands during the FPC process. CIRRAS replaces the Marine OnLine Hand-Off Tool and all other FPC data management applications and processes. CIRRAS consolidates and displays a dashboard containing current and concise information on risk factors and highlights areas of concern. COs can help mitigate risk by selecting risk management strategies specific to the level of need.

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distribution is unlimited.

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3. System Access. CIRRAS has system and data access limits in accordance with laws and regulations to protect the privacy of individuals in accordance with references (a), (i), (r), and (x) and operates under an approved System of Records Notice (SORN). The CIRRAS user guide, reference (u), can be accessed on the CIRRAS Landing Page, MarineNet, and the CIRRAS Manpower page.

a. All users access CIRRAS through a Department of Defense Information Network (government network), login using a Common Access Card (CAC), and have completed Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Personally Identifiable Information (PII) training, as well as CIRRAS User MarineNet training. HIPAA training is available on the Joint Knowledge Online website; PII and CIRRAS user training is available through MarineNet. The assigned CIRRAS Unit Administrator must manage training completion and compliance in accordance with reference (v). System access outside of the Marine Corps Enterprise Network or other .mil network, including .edu, requires connection to a .mil network using a Virtual Private Network capability.

b. The CO must assign CIRRAS user roles to enable system access for unit leaders and ensure those role assignments are periodically reviewed in accordance with references (d), (h), (u), and (v). In accordance with references (d) and (v), user roles and access to CIRRAS' individual profiles must be provided only to uniformed leaders and civilian command leadership, appointed in writing and with a need to know, based on official job responsibilities and duties assigned by position description, within the command structure.

c. Unit Administrators assign permissions to the appropriate appointed personnel within the unit, in accordance with references (u) and (v). Unit Administrators request initial permissions through Manpower and Reserve Affairs, Marine and Family Programs Division at CIRRAS.Support@usmc.mil. Unit Administrators are typically the same personnel who manage unit personnel data in Marine Corps Total Force System (MCTFS), but, if necessary, may be personnel currently assigned to support the unit FPC.

d. User accounts for those who do not log in for 35 days are deactivated. Users with deactivated accounts contact the Unit Administrator for reactivation.

e. Users who do not log in for 60 days are automatically removed from the identified user role within CIRRAS. Users who

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have been removed must re-request access through the Unit Administrator in accordance with references (u) and (v).

f. Unit Administrators remove CIRRAS role access for users separating from military service, transferring to a new unit, or as directed by the CO. COs add the assignment and removal of CIRRAS permissions to the unit check-in/check-out process.

g. The CO assigned to the unit has View/Edit capability for all pages of assigned Marines. All roles and permissions are located in reference (u).

h. The CO designates, at a minimum, one FPC Certifier within the unit. It is recommended that multiple FPC Certifiers are designated for continuity of operations, to include company level FPC certifiers. The FPC Certifier does not have permissions to edit restricted medical information, witness/victim exposure to crime, or legal information relating to alleged offender of crime or violence. Each FPC Certifier is appointed in writing using the template provided in enclosure (2).

i. Chaplains assigned to or providing support for units protect confidential communications as part of professional duties in accordance with references (l) and (q). COs support chaplains in protecting confidential communications, and chaplains will not disclose a confidential communication revealed in the course of their duties without the informed consent of the person who made the communications. The chaplain assigned to or supporting an FPC may use CIRRAS in accordance with references (l) and (q).

j. Commanders at the O6 or higher command levels must be assigned the Higher Headquarters Commander role within their subordinate units to have visibility of subordinate commander CIRRAS profiles and unit aggregate data dashboards. Unit administrators of these subordinate units must ensure they receive current copies of their higher headquarter commander's required training certificates prior to assigning this role and must retain those certificates for inspection purposes in accordance with reference (m). Executive level FPCs may be held in accordance with reference (v).

k. CIRRAS roles are further defined in reference (u).

l. Mortality Procedure. Upon the death of a Marine, regardless of the cause of death, the Unit Administrator must

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lock the profile in accordance with reference (v) and reporting requirements outlined in reference (f). Once locked, no further changes to the profile are possible in accordance with reference (u). The profile remains visible to the command to allow the gathering of data for inclusion into mandatory reports. Upon final determination of the cause of death, the completion of any required investigations and the required administrative unit diary actions within MCTFS by the appropriate Installation Personnel Administrative Center (IPAC) and/or administrative section, the Unit Administrator contacts the CIRRAS support desk to request the Marine's profile be unlocked. Once unlocked, the Unit Administrator then separates that profile from CIRRAS. Do not lock profiles when a Marine changes duty stations, units, or transitions.

m. Report suicide related events, including ideations, attempts or death by suicide in accordance with references (s) and (t).

n. Marine profiles are removed from CIRRAS by Unit Administrators at the end of active service or separation date due to administrative or legal matters. If the Unit Administrator separates a Marine profile by mistake, contact the CIRRAS Support Desk to have the profile returned to an active status.

#### 4. Data Entry and Access

a. In accordance with reference (v), individual Marine profile information must be maintained in an accurate and updated state.

b. In accordance with CIRRAS warm hand-off process established in references (u) and (v), commands must ensure all newly joined Marines are assigned an Elevated Risk Determination for the first 90 days at their new unit. The CO may assign a higher Risk Determination if indicated. These Marines must be discussed during FPCs while in this status. Commanders may delegate this task to company commanders for discussion at company level FPCs. Marines who arrive with an elevated, medium, or high-risk determination are not required to be assigned an increased risk level, though the CO may choose to do so at their discretion.

c. The Risk Calculator utilizes the MCTFS and command input data to display areas where risk is identified. The Risk Calculator displays risk in seven categories - the "Six F's" per

reference (j) and "Critical Stressors." The Risk Calculator is used to assist the commander to make risk determinations.

d. Risk recommendations, or a recommended Force Preservation risk-level, can be made by system users at any time to assist the CO in making a Risk Determination. This should occur at first opportunity and does not need to occur during an FPC.

e. The CO must review and validate risk recommendations and assign a Risk Determination when recommended by unit leadership in response to risk or resiliency events, in accordance with reference (v). The CO may delegate the authority to Company Commanders to assign a risk level of elevated or medium. The unit's Executive Officer cannot review restricted information but may be authorized to review and validate risk recommendations and assign a risk determination in the CO's absence. A "By direction" or "Acting" letter is recommended, as appropriate and indicated by references (k) and (w).

f. Detailed system user and functionality information is provided in reference (u).

g. Help and support is provided by Marine Corps Tactical Systems Support Activity (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.

(1) The MCTSSA CIRRAS Help Desk Phone number is: (760) 725-0533, DSN: (312) 365-0533.

(2) The MCTSSA Email is: [MCTSSA Support Center@usmc.mil](mailto:MCTSSA_Support_Center@usmc.mil) or [mctssa\\_support\\_center@usmc.mil](mailto:mctssa_support_center@usmc.mil)

(3) The MCTSSA online chat can be accessed at:  
<https://conference.apps.mil/webconf/MCTSSAHelpdesk>

(4) The direct MCTSSA CIRRAS page link is:  
<https://hcs.usmc.mil/sites/MCT>

h. Data in CIRRAS is protected through CAC authentication and rigorous cybersecurity controls, as required by Marine Forces Cyber Command approved system SORN and Privacy Impact Assessment Statements. Attempting to copy or manage data outside of the system through screenshots or printing

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information from the system compromises security measures and is strictly prohibited in accordance with references (a), (i), (r), and (v). HIPAA and PII data must be safeguarded in accordance with the provisions of references (a), (i), (r), and (v). CIRRAS and all data resident within CIRRAS must only be used to increase individual and unit readiness and resilience. Any other use of CIRRAS or data captured within CIRRAS is strictly prohibited in accordance with reference (v).

i. In accordance references (a), (e), (i), (r), and (v), sensitive, restricted, and medical information resident on the "Health and Fitness" page of CIRRAS is visible only by the CO and the Medical/Mental Health Officers. Personnel in these roles must exercise caution when entering sensitive information in the "Event" boxes of a profile, as the "Event" boxes are visible to all CIRRAS users in the chain-of-command.

j. Data entered into CIRRAS must be directly related to unit Marines in accordance with reference (v). The following information must be restricted from inclusion within CIRRAS, in accordance with references (a), (k), (o), (r), and (v).

(1) Restricted and Unrestricted Reports, to include restricted and unrestricted information for Sexual Assault Prevention and Response, self-referral to Substance Abuse Program, the Family Advocacy Program, as outlined in references (c) and (p).

(2) Specific information regarding family members, civilian intimate partners, friends, or other civilian acquainted personnel as outlined in references. Non-dependent civilian roommates, cohabitants, significant others, and friends must be entered as "CIVILIAN" in the name field.

(3) Protected Health Information/PII and pending, administrative processes, unsubstantiated, or non-adjudicated legal/investigatory information.

k. All CIRRAS users have the ability to view the events section within each profile which has the potential to include information that should not be openly disclosed. The purpose of profile events is to create a risk/resiliency and mitigation plan history and inform the commander of a Marine's holistic well-being. CIRRAS users should be as generic as possible when entering text into the "Issue/Event" field of a CIRRAS profile event, with focus and detail being placed on the risk recommendation and the mitigation plan. This ensures a

risk/resiliency history is created without disclosing or recording unnecessary, pending, or restricted information to individuals who may not have the need to know.

1. CIRRAS profile data shall not be used for: performance, selection, promotion, assignment, or disciplinary proceedings in accordance with reference (v).

(1) A Marine's CIRRAS profile shall not serve as a record of non-adjudicated, unsubstantiated, or otherwise pending legal or investigatory matters and/or a medical history record in accordance with reference (v).

(2) The terms "legal event" or "medical event" should be used within the "Issue/Event" field of the "Add Event" profile feature. This generic entry serves the purpose of recording a risk/resiliency event as having occurred, cues leaders to seek the information from the appropriate source (i.e., Legal officer, medical provider, the Marine), and also prevents the CIRRAS profile from becoming a permanent repository of non-adjudicated, unsubstantiated, or otherwise pending legal or investigatory matters and/or a medical history record.

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

n. If the unit is unable to access CIRRAS such as during a deployment, TAD, or system outages, units must still conduct FPCs on a monthly basis. Units are authorized to create and properly maintain internal force preservation products outside of CIRRAS to support FPCs when CIRRAS is not available with reference (v). All physically collected FPC information must be reflected in CIRRAS as soon as possible but no later than 30 days of system availability. All paper and electronic records must be destroyed in accordance with reference (v). Units must create a memorandum for the record for inspection purposes, retained within records file plan, to properly document the time period CIRRAS was unavailable. A sample memorandum for the record is located in enclosure (3).

## 5. Transferring Marines/Warm-Hand-Off

a. Losing command Marine profiles are automatically visible to the gaining command's CO, Executive Officer, and SgtMaj

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(enlisted only) once a Future Monitor Command Code posts in MCTFS. Gaining commands are not able to edit the profile until the Marine is officially joined to the command.

(1) Do not separate Marines during permanent change of station (PCS) or permanent change of assignment (PCA). When Marines PCS/PCA, profiles move to outbound status for the current unit, Marine will also appear in inbound status for gaining unit. Outbound unit retains ability and responsibility to edit profile. Gaining unit can view only in inbound status.

(2) When the Marine checks-in to the gaining unit, the profile is automatically removed from the outbound and inbound status and is added to the new-join status within the gaining unit.

b. If a Marine is not automatically assigned to the correct unit by unit identification code (UIC), unit administrators must work with their S-1 or IPAC to correct the record by ensuring the correct UIC and billet identification code are entered into MCTFS per the Personnel Reporting Instruction User's Manual and in accordance with references (n) and (v). Changes made in MCTFS may take 1-2 days to be reflected in CIRRAS.

c. Transferred Marines with a Risk Determination of Low must be assigned an Elevated Risk Determination for 90 days from new join date in accordance with reference (v). Marines with an elevated or higher Risk Determination prior to a transfer do not automatically require a higher Risk Determination after joining a new unit unless determined otherwise by the gaining unit's CO.

d. All commands must ensure CIRRAS is incorporated into check-in/out processes. Arriving Marines must have profiles reviewed by the appropriate CIRRAS user during check-in to verify it is displayed within the correct unit, to ensure its completion, and identify any other pertinent information as determined by the commander. If discrepancies exist, corrections should be made prior to completion of check-in. During check-out, the profile must be reviewed by the appropriate user to ensure the correct future MCC and UIC is displayed and ensure it is fully completed and filled out and any necessary force preservation information (to include risk level determinations and mitigation plans) is accurately documented. Check-out is not complete if these actions have not occurred. Units are encouraged to list a point of contact for the gaining command to connect with if additional information is required in accordance with reference (v).



## 6. Record Access Procedures

a. In accordance with reference (v), individuals seeking access to information about themselves, contained in CIRRAS must make requests in writing, via the chain of command, to the CO where assigned or to the system manager at Headquarters Marine Corps, Manpower & Reserve Affairs, Marine & Family Programs Division, 3280 Russell Rd., Quantico, VA 22134-5143, 4th Deck.

b. Signed, written requests must include the individual's full name, Electronic Data Interchange Personal Identifier (EDIPI), telephone number, street address and/or email address.

## 7. Administration and Logistics

a. Privacy Act. Any misuse or unauthorized disclosure of 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 must be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities must be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII must be in accordance with reference (i) and implemented per references (b) and (x).

b. Records Management. Records created as a result of this directive must be managed according to National Archives and Records Administration approved dispositions per reference (g) 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, Directives and Records Management Division portal page at:  
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (k) for Marine Corps records management policy and procedures.

## 8. Command and Signal

a. Command. This NAVMC applies to the Active Component, the Selected Reserve, and attached Service Members.

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b. Signal. This NAVMC is effective the date signed.

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M. C. Balocki  
Director  
Marine and Family  
Programs Division

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References

- (a) DoDM 6025.18, "Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DOD Health Care Programs," March 13, 2019
- (b) SECNAVINST 5211.5F
- (c) MCO 1752.5C
- (d) Deputy Secretary of Defense Memorandum for Senior Pentagon Leadership Defense Agency and DoD Field Activity Directors, "Review of Policies to Eliminate Stigmatizing Language Related to Mental Health," November 7, 2022
- (e) DoD Instruction 6490.08, "Command Notification Requirements to Dispel Stigma in Providing Mental Health Care to Service Members," August 17, 2011
- (f) MCO 5100.29C w/CH 1-2 w/Vol 1-9
- (g) SECNAV M-5210.1
- (h) Department of the Navy Civilian Human Resource Manual (DON CHRM)
- (i) 5 U.S.C. 552a
- (j) MCO 1500.61
- (k) MCO 5210.11F
- (l) COCINST 5351.1
- (m) MCO 5430.1A W/ADMIN CH
- (n) MCO 5311.1E
- (o) DoDD 6490.02E CH-2, "Comprehensive Health Surveillance," August 28, 2017
- (p) MCO 1754.11A
- (q) SECNAVINST 1730.11
- (r) 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.
- (s) MCO 1720.2A
- (t) NAVMC 1720.1
- (u) The CIRRAS User Guide
- (v) MCO 1500.60A
- (w) SECNAV M-5216.5
- (x) MCO 5211.5

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Sample Appointment Letter

To: SSgt John T. Smith 1234567890 (EDIPI)/0102 (MOS) USMC

Subj: APPOINTMENT AS FORCE PRESERVATION COUNCIL (FPC) CERTIFIER

Ref: (a) MCO 1500.60A

1. Per the reference, 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 assigned 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 assigned 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.

3. This appointment will remain in effect until the appointee leaves the unit or a replacement is designated in writing.

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

I. M. COMMANDER  
(Billet title)

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Sample Memorandum for the Record

DD MMM YYYY

## MEMORANDUM FOR THE RECORD

Subj: FORCE PRESERVATION COUNCIL LOG

1. On DD MMM YY, COMMAND NAME conducted a Force Preservation Council (FPC) in which CIRRAS was unavailable for use due to \_\_\_\_\_ (justification). The FPC began at TIME and ended at TIME. The following individuals were present during the FPC:

- I. M. COMMANDER
- I. M. EXECUTIVE OFFICER
- I. M. SERGEANT MAJOR
- I. M. FPC PARTICIPANT
- I. M. FPC PARTICIPANT

2. The relevant force preservation information discussed during this FPC meeting will be entered into CIRRAS at first opportunity. This memorandum shall be retained on file for three years.

I. M. MARINE  
UNIT ADMINISTRATOR