



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BRIGADE, USACC
UNITED STATES ARMY CADET COMMAND
2176 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310-5000

REPLY TO
ATTENTION OF:

ATCC-DDZ

17 December 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Memorandum 8 – **Serious Incident Reports (SIR)**

1. References:

- a. AR 190-45 (Law Enforcement Reporting), 30 Mar 07.
- b. TRADOC Regulation 1-8 (TRADOC Operations Reporting), 16 Nov 10.
- c. AR 608-18 (Army Family Advocacy Program), 30 Oct 07.
- d. AR 600-8-1 (Army Casualty Program), 30 Apr 07.
- e. Fort Knox Regulation 190-40 (Incident Reporting), 15 Apr 08.
- f. Cadet Command SIR SOP, 2 Dec 13

2. Purpose:

a. To establish formal Serious Incident Report (SIR) notification procedures. All previous policy memorandums reference SIRs are obsolete.

b. This memorandum does not eliminate the requirement to submit an SIR in accordance with (IAW) AR 190-45, or the submission of other reports, such as aviation accident reports, or Army Ground Accident Reports (AGARs), which are submitted through separate reporting channels. Parallel reports are often required due to separate reporting channels.

3. Scope. Provisions of this memorandum apply to personnel assigned or attached to 4th Brigade, Junior and Senior Reserve Officers Training Corps (ROTC) cadre and Cadets.

4. Use of Names. All incident reports SIR will be submitted with the full name, gender, ethnicity, age, mission set level (MSL), level Cadet (CDT), and grade/rank, if applicable, of the individuals involved in the incident. Additionally, the name of the point of contact (POC) for the reporting unit will be provided.

5. Use of Addresses. All SIR will provide the full address, to include the zip code, of the incident location. In the event that the incident location is the personal address of the personnel involved in the incident, the street address will be listed as "residence" but city, state, and zip code will be provided.

6. Incidents versus serious incidents. Categories (CATs) are used to distinguish between the two and are listed at enclosure 1.

a. CAT 1 – Serious Incident Report (Command's Critical Information Requirements [CCIR] Related).

(1) CAT 1: Serious Incidents SROTC: Professor of Military Science (PMS) will immediately call the Commander, Headquarters, 4th Brigade at (910) 396-9131 (DSN 236) upon identification of a CCIR- related incident. If the Brigade Commander cannot be contacted, contact the Brigade Deputy at (910) 396-5168, BB (757) 660-6314 or home at (910) 486-5584.

(2) PMS will follow up the telephonic notification with the 5 Ws (who, what, when, why, where) Situation Report (SITREP) within one hour of the incident identification (enclosure 2). Recipients of the 5W SITREP are:

- (a) 4th Brigade Commander, lawrence.a.anyanwu.mil@mail.mil
- (b) Deputy of Brigade Operations, james.s.shutt.civ@mail.mil
- (c) SIR Manager, kevin.a.watson.civ@mail.mil

(3) CAT 1: Army Senior Instructor (SAI) will immediately call the Chief, JROTC, (910) 396-4066 (DSN 236). If the Chief, JROTC cannot be contacted, contact the Senior Leader, JROTC, Mr. Chuck Perry at (910) 396-8606 (DSN 236); after duty hours call (910) 354-0640 or (910) 354-0696.

(4) SAI will follow up the telephonic notification with the 5 Ws (who, what, when, why, where) Situation Report (SITREP) within one hour of the incident identification (enclosure 2). Recipients of the 5W SITREP are:

- (a) 4th Brigade Commander, lawrence.a.anyanwu.mil@mail.mil
- (b) Deputy of Brigade Operations, DBO, james.s.shutt.civ@mail.mil
- (c) Chief, JROTC, john.w.sovine.civ@mail.mil
- (d) Deputy, JROTC, charles.r.perry12.civ@mail.mil
- (e) Plans/OPS, JROTC, george.m.james4.civ@mail.mil
- (f) SIR Manager, kevin.a.watson.civ@mail.mil

(5) Upon receiving the SITREP Commander or DBO will notify the Commanding General of USACC.

(6) Battalions will submit an SIR to the 4th Brigade SIR POCs indentified in paragraph 4 within 24 hours of incident notification using the standard SIR format (enclosure 3) as an attachment. No PII will not be included in the email body. All SIR emails will be digitally signed and encrypted by the sender.

(7) Personally Identifiable Information (PII) loss or compromise (hardcopy or electronic): PMS will call a member of the command group no later than one hour after discovery, followed by, submission of an SIR via email directly to the Command Group and HQ USACC SIR POCs within 2 hours using the standard SIR format (enclosure 3) in the body of the email and as an attachment. See additional PII loss reporting requirements in paragraph 6.c. below.

b. Additional CAT 1 reporting requirements. The following incidents require battalions to report additional information to brigade immediately following the submission of the SIR requirement. This

information will be encrypted and forwarded in a separate email to the 4th Brigade SIR POCs identified in paragraph 6.

(1) Death of a Soldier, SROTC/JROTC Cadre, SROTC/JROTC Cadre Family Member, SROTC/JROTC Cadet, DA Civilian, or DA Civilian Family Member.

(2) Hospitalization of Soldier, cadre or SROTC/JROTC Cadet. (For SROTC/JROTC Cadet report information, if related to ROTC training or sponsored event).

(3) Cadre arrests. Report the arrest of any cadre member by civil or military law enforcement officials.

(4) Sexual assault. Battalions will report all incidents of sexual assault to 4th Brigade as a CAT 1 SIR.

(a) Provide full name. (Include position and rank/grade if Soldier, cadre, or DA Civilian. Provide Cadet rank and Mission Set (MS) or Leadership Education Training (LET) level if SROTC or JROTC Cadet).

(b) Provide school and brigade of assignment.

(c) Next of kin information. If the report is for a death, provide full name of next of kin, relationship to deceased, and complete mailing address. (If Soldier, cadre, or DA Civilian, provide rank/grade and position).

(d) Place the referenced SIR report number in the subject line of the email using naming/numbering convention from the SIR report format.

c. PII. In addition to the CAT 1 SIR requirements identified in paragraph 6.a.(7) above, the following parallel process is required.

(1) The responsible organization, in coordination with and assistance from the USACC, G6, will take corrective actions.

(2) USACC responsible organization will submit a report to United States-Computer Emergency Response Team (US-CERT) within 1 hour of discovery.

(3) USACC, responsible organization will send an email to pii.reporting@us.army.mil.

(4) USACC responsible organization, with assistance from G6, Public Affairs Office (PAO), and Staff Judge Advocate (SJA) will prepare a letter for the Commanding General's signature to notify affected parties.

(5) USACC, responsible organization will notify affected parties.

(6) USACC, with information provided by the responsible organization, will provide updates to the command as required.

(7) The responsible organization will submit a final SIR when all actions are complete.

d. Death of a Soldier on Active Duty (AD). IAW AR 600-8-1, Chapter 5, incident(s) resulting in death of a Soldier on AD requires notification of the nearest Casualty Assistance Center (CAC).

(1) Cadre death. Care must be taken to distinguish our contract cadre from our Active Guard and Reserve (AGR) cadre. AGR cadre death would require a CAC notification, whereas a contract cadre member's would not in almost all cases.

(2) Cadet death. The death of a Green to Gold Cadet on Active Duty (AD) requires notifying the CAC.

(3) Finding a CAC. To determine the correct CAC to notify, access the Army Casualty website at <https://www.hrc.army.mil/site/active/TAGD/CMAOC/cmaoc.htm>. At the website, scroll down to the reference area in the left hand column, click CAC directory link and follow the directions at the locator site.

(4) Once CAC notification is made, the CAC will appoint a Casualty Notification Officer (CNO). The CNO, in Class A uniform, will personally notify the primary next of kin, secondary next of kin, and adult next of kin, if applicable, within four hours. Making notification is a matter of highest priority and takes precedence over all other responsibilities.

e. CAT 2 incident reports (non CCIR-related incidents). Battalions will submit SIRs electronically to the 4th Brigade SIR POCs, identified in paragraph 6, on CAT 2 incidents within 24 hours of incident notification using the standard SIR format (enclosure 3) as an attachment. No PII will not be included in the email body. All SIR emails will be digitally signed and encrypted by the sender.

f. Additional CAT 2 reporting requirements. Domestic violence or allegation. In addition to the initiation of a CAT 2 SIR all incidents of domestic violence, child abuse, and child neglect, are reportable under AR 608-18. These must be reported on a USACC Form 222, Cadet Command Family Advocacy Program – Spouse/Child Intake form, within 24 hours to the HQ USACC Well Being Office. If any of the above incidents result in an arrest or charges being filed, they must be reported through the SIR process, in addition to, filing a USACC Form 222.

7. Additional reporting requirements.

a. Update reports. New information provided will be annotated in line 12 of the original SIR in all capital letters (CAPS). Updates will be sent every 30 days on status changes or until SIR is finalized, whichever comes first. Examples for updates, nothing significant to report (NSTR), court date/appearance, commander's inquiry, 15-6, disenrollment initiated, leave of absence (LOA), UCMJ started, Flagged, and medical waiver initiated.

b. Any previously sent updates in CAPS must be reformatted into sentence case and moved to line 20 to ensure only the newest information is in CAPS.

c. Final reports. When the SIR issue is resolved, the final report number will include FINAL (e.g., 1st BDE-14-01C-FINAL). Final information will be annotated in line 12 of original SIR and conform to requirements. Examples that trigger a final SIR: Cadet withdrew from ROTC, Permanent Change of Station, resigned, incarcerated UCMJ complete, and charges unsubstantiated.

d. Classification. Mark all reports, worksheets, and email subject lines as "For Official Use Only" (FOUO). Email subject line will state FOUO (e.g., FOUO 4th BDE-14-001-CAT 1, Death-INITIAL). All reports will be digitally signed and encrypted by each sender.

8. Release of information. As indicated in paragraph 7.d. above, all information provided within an SIR is For Official Use Only (FOUO). However, additional information may be required by a higher headquarters to execute actions that are a result of the incident (e.g., disenrollment from a program, revocation of security clearances, etc.). In order to preserve the privacy of all parties, requests for information specific to individuals involved in an incident will be processed as follows:

a. Requests will be forwarded to brigade using the form provided at enclosure 4. Each request will clearly and specifically state the information required. A suspense date/time group (DTG) will be provided in order to facilitate expedience.

b. The 4th Brigade SIR POC (listed in paragraph 6) will log in the request and forward it to the respective Battalion POC.

c. The battalion POC will provide the requested information in the request form (enclosure 4).

d. The battalion POC will send an encrypted email to the 4th SIR POC with the completed form (enclosure 4) as an attachment.

e. The 4th Brigade SIR POC will log receipt of the completed form (enclosure 4) and forward to the requesting agency as an attachment in an encrypted email.

9. Cadet Professional Development Training (CULP)/Cadet Troop Leadership Training (CTLT)/Cultural and Language Program (CULP)/etc; LNOs will report incidents directly to USACC. Once the Cadet/cadre returns from summer training, the battalion is responsible for all update reports.

10. Leaders' Training Course (LTC) /Leader Development Assessment Course (LDAC) incidents; LNOs will report LDAC incidents. If the incident occurs during the LTC or LDAC, the incident should be labeled with LTC or LDAC (e.g., LTC 14-001 or LDAC 14-001) and reported directly to USACC. Once the Cadet/cadre returns from summer training, the battalion is responsible for all update reports.

11. Points of contact for the 4th Brigade SIR Program are:

a. Primary: Mr. Kevin Watson at (910) 396-8974, DSN: 236-8974 or kevin.a.watson.civ@mail.mil.

b. Alternate: Mr. James Shutt at (910) 396-5168, DSN: 236-5168 or james.s.shutt.civ@mail.mil.

- 4 Enclosures
1. SIR Incident Matrix
 2. SITREP Format
 3. SIR Report Format
 4. SIR RFI Report



LAWRENCE A. ANYANWU
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Commanding

ENCL 1 TO BRIGADE POLICY 8 - INCIDENT MATRIX
CADET COMMAND SIR INCIDENT MATRIX (FEB 2013)

| SIR CAT 1 | REQUIRED Immediate Telephonic Notification of BDE CMD Group | Category 1 Serious Incidents: BDE CDR will call CG, DCG or CoS immediately (<1 hour for PII) | BN Sends 5W SITREP to CMD Grp <1 Hour | BN Sends SIR 24 Hrs to POC list | Direct Report to CG in 1 Hour | Incident Type |
|------------------|--|--|---|--|--------------------------------------|--------------------------------|
| 1a | Y | Death of any USACC Military, Civilian Employee (DAC or Contractor), SROTC Cadet, JROTC Cadet or any of the above immediate family members | Y | Y | Y | DEATH |
| 1b | Y | Serious injuries with threat to life, limb or eyesight of USACC Military, Civilian Employee (DAC or Contractor), SROTC/JROTC Cadre, Cadets or family members | Y | Y | Y | INJURY |
| 1c | Y | Are there any indicators that a specific criminal or terrorist threat, (foreign or domestic intelligence collection, surveillance or cyber based intrusion) have targeted any facility within the USACC Area of Interest | Y | Y | Y | CRIME/ TERRORIST THREAT |
| 1d | Y | Any specific threat against USACC facilities or missions | Y | Y | Y | CRIME/ THREAT |
| 1e | Y | Racial or ethnically motivated criminal act by any USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet | Y | Y | Y | CRIME |
| 1f | Y | C4 Outage (USACC Critical Systems or Communications) | Y | Y | N | LOSS OF C4 |

ENCL 1 TO BRIGADE POLICY 8 - INCIDENT MATRIX
CADET COMMAND SIR INCIDENT MATRIX (FEB 2013)

| SIR CAT 1 | REQUIRED Immediate Telephonic Notification of BDE CMD Group | Category 1 Serious Incidents: BDE CDR will call CG, DCG or CoS immediately (<1 hour for PII) | BN Sends 5W SITREP to CMD Grp < 1 Hour | BN Sends SIR 24 Hrs to POC list | Direct Report to CG in 1 Hour | Incident Type |
|------------------|--|--|--|--|--------------------------------------|------------------------|
| 1g | Y | Any anticipated or participation in National Media Events by USACC Military, Civilian Employee (DAC or Contractor), SROTC Cadet, JROTC Cadet or any of the above immediate family members | Y | Y | Y | MEDIA |
| 1h | Y | Any change in Force Protection Conditions (FPCON) levels or additions to any measure | Y | Y | Y | AT/FP |
| 1i | Y | Any incident, event or accident involving USACC personnel, Family Member, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadre or Cadets that could create a negative perception and media attention toward USACC and the Army | Y | Y | Y | MEDIA |
| 1j | Y | Loss or Compromise of Personally Identifiable Information (PII) whether hard copy or electronic | Y | Y (2 Hrs) | N | PII LOSS |
| 1k | Y | Arrest (Soldier) in hands of civilian authorities | Y | Y | N | CRIME |
| 1l | Y | Any suicide attempt by USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet | Y | Y | Y | SUICIDE ATTEMPT |

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|------------------|--|--|--|--|--------------------------------------|-------------------------|
| 1m | Y | Suicide Gestures by USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet | Y | Y | Y | SUICIDE GESTURE |
| 1n | N | Suicide Ideations by USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet | Y | Y | Y | SUICIDE IDEATION |
| 1o | Y | Common sense rule; any incident which, in your opinion, requires CG or Command Group knowledge | Y | Y | Y | OTHER |
| 1p | Y | Sexual Assault, Rape, Harassment | Y | Y | Y | CRIME |
| 1q | Y | Hazing Incidents | Y | Y | Y | CRIME |

ENCL 1 TO BRIGADE POLICY 8 - INCIDENT MATRIX
CADET COMMAND SIR INCIDENT MATRIX (FEB 2013)

| SIR CAT | Category 2 Reportable events and incidents; BDEs send SIR to POC list within 2 hours of notification of incident SIR POC will forward to appropriate CC Director for action or Command Group Notification. | BDE sends SIR within 24 Hrs | Incident Type |
|----------------|---|------------------------------------|----------------------|
| 2a | Actual or alleged incidents of child abuse | Y | CRIME |
| 2b | Actual or attempted break-in or arms room | Y | CRIME |
| 2c | Asylum or indications of defection | Y | OTHER |
| 2d | Aggravated arson | Y | CRIME |
| 2e | Any evidence of tracking AA&E | Y | AT/FP |
| 2f | AWOL | Y | CRIME |
| 2g | Bomb/Bomb threats or explosive incidents. | Y | AT/FP |
| 2h | Breaches of discipline (Group) | Y | CRIME |
| 2i | Cyber threats | Y | AT/FP |
| 2j | Demonstrations | Y | AT/FP |
| 2k | Domestic violence incidents (Unrestricted Reporting Only) | Y | CRIME |
| 2l | Family housing fire | Y | OTHER |
| 2m | Federal Crimes | Y | CRIME |
| 2n | Firearm incident | Y | CRIME/OTHER |
| 2o | Kidnapping | Y | CRIME |
| 2p | Loss of Classified Material/Documents | Y | AT/FP |
| 2q | Loss, theft, wrongful disposition, willful destruction or mismanagement | Y | CRIME |
| 2r | Loss, theft or unaccounted for weapons or sensitive items | Y | CRIME/OTHER |
| 2s | Major fires or natural disaster involving death, serious injury, property damage in excess of \$250,000 or damage that seriously degrades unit operational or training capabilities | Y | OTHER |
| 2t | Maltreatment of Soldiers or DA Civilians | Y | CRIME |

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CADET COMMAND SIR INCIDENT MATRIX (FEB 2013)

| SIR CAT | Category 2 Reportable events and incidents; BDEs send SIR to POC list within 2 hours of notification of incident SIR POC will forward to appropriate CC Director for action or Command Group Notification. | BDE sends SIR within 24 Hrs | Incident Type |
|----------------|---|------------------------------------|-------------------------|
| 2u | Material Damage | Y | OTHER |
| 2v | Other Incidents | Y | OTHER |
| 2w | Pandemic Influenza | Y | OTHER |
| 2y | Relief for Cause (Special Duty to include instructor, recruiter or Cadre) | Y | OTHER |
| 2z | Riots | Y | CRIME/OTHER |
| 2aa | Serious child injuries or death not resulting from child abuse | Y | OTHER |
| 2dd | Suspension of security clearance | Y | OTHER |
| 2ee | Suspicious Activity Report | Y | AT/FP/OTHER |
| 2ff | Theft | Y | CRIME |
| 2gg | Theft, loss, suspected theft, unaccounted for or recovered arms, ammunition and explosives (AA&E) | Y | CRIME |
| 2hh | Theft, (Negligence or conflict of interest) | Y | CRIME |
| 2ii | Training and troop movement accidents | Y | INJURY/ACCIDENT |
| 2jj | Threats against weapons and ammunition | Y | CRIME |
| 2kk | Terrorist activities | Y | AT/FP |
| 2ll | Vandalism | Y | CRIME |
| 2mm | Violations of Army Policy | Y | CRIME/MISCONDUCT |
| 2nn | Violations of Army Standards | Y | OTHER/MISCONDUCT |
| 2oo | Wrongful possession, manufacture or distribution of controlled substances to include narcotics, drugs or marijuana | Y | CRIME |
| 2pp | Wrongful use of a controlled substance | Y | CRIME |
| 2qq | Aircraft incidents involving USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet | Y | OTHER |