



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BRIGADE (ROTC)
UNITED STATES ARMY CADET COMMAND
2175 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310-5000

ATCC-DDZ

2 April 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Memorandum 13 - **Serious Incident Reporting (SIR)**

1. References.

- a. Cadet Command Policy Memorandum 9 - Serious Incident Reporting, 3 September 2009. See Enclosure 3.
- b. AR 190-45, Law Enforcement Reporting, 31 January 2008.
- c. AR 608-18, The Army Family Advocacy Program, 30 October 2007.
- d. AR 600-8-1, Army Casualty Program, Chapter 5, 30 April 2007.

2. Purpose. Provide command policy for Serious Incident Reporting within 4th Brigade.

3. Scope. This policy memorandum applies to personnel assigned or attached to 4th Brigade, Junior and Senior Reserve Officers Training Corps (ROTC) Cadre and Cadets.

4. Use of Names: We must preserve the privacy of all individuals in our reports; therefore, other than the POC, no names will be used in any SIR. All individuals will be referred to as Cdet X, Cadre X, DA Civilian (DAC) X, etc.

5. Incidents versus Serious Incident: Categories (CATs) are used to distinguish between the two and are listed at enclosure 1.

a. Senior Reserve Officer Training Course (SROTC).

(1) Category 1: Serious Incidents: Battalion Commanders will immediately call the Commander, Headquarters, 4th Brigade at (910) 396-9131 (DSN 236) for Personally Identifiable Information (PII). If the Brigade Commander cannot be contacted, contact the Executive Officer, at (910) 396-5919; after duty hours call (910) 273-3375 or (706) 566-9586. Immediately following this call, within 12 hours, submit via email, a Serious Incident Report (SIR) prepared in the proper format (see encl 2 - SIR Format). Email a copy to the following: jackielyn.lewis@usacc.army.mil, nevin.gamble@usacc.army.mil and ronald.elrod@usacc.army.mil.

(2) Category B and C: Submit SIR via email through the chain of command to 4th Brigade within 24 hours of the incident prepared in the proper format (see encl 2 – SIR Format). Email a copy to all the following: jackielyn.lewis@usacc.army.mil, nevin.gamble@usacc.army.mil and ronald.elrod@usacc.army.mil.

b. Junior Reserve Officer Training Course (JROTC).

(1) Category A: Army Senior Instructor will immediately call the Chief, JROTC, (910) 396-4066 (DSN 236). If the Chief, JROTC cannot be contacted, contact the Senior Leader, JROTC, Mr. Rudolph Ford at (910) 396-8807 (DSN 236); after duty hours call (910) 354-0640 or (910) 354-0701. Immediately following this call, submit via email, a Serious Incident Report (SIR) prepared in the proper format (see encl 2 –SIR Format). Email a copy to all the following: john.sovine@usacc.army.mil, rudolph.ford@usacc.army.mil, jackielyn.lewis@usacc.army.mil, nevin.gamble@usacc.army.mil, and ronald.elrod@usacc.army.mil.

(2) Category B and C: Submit SIR via email through the chain of command to Chief, JROTC, 4th Brigade within 24 hours of the incident prepared in the proper format (see encl 2 – SIR Format). Email a copy to all the following: john.sovine@usacc.army.mil, rudolph.ford@usacc.army.mil, jackielyn.lewis@usacc.army.mil, nevin.gamble@usacc.army.mil, and ronald.elrod@usacc.army.mil.

5. The battalion executive officer will assign each SIR a number when received and submit all SIRs via email to Cadet Command. **Note:** Do not send any SIRs directly to U. S. Army Cadet Command.

6. Serious Incident Reports (SIRs) will require an initial, interim (if required) and a final report (mandatory). Tpe any new data into the original SIR and send it.

7. Cadet Command G1 Fwd will report all Leader's Training Course (LTC) incidents; LNOs will report LDAC incidents. Once the Cadet/cadre returns from summer training, the school is responsible for all follow-up reports.

8. The point of contact for this action is the undersigned at (910) 396-9131.

3 Encls RONAL
as

D P. ELROD
COL, FA
Commanding

DISTRIBUTION:

All 4th Brigade Professors of Military Science
All 4th Brigade Personnel Administrative Centers (S1)

REPORTABLE INCIDENTS

CATEGORY A: (CALL FROM BRIGADE COMMANDER TO COMMANDER, CADET COMMAND FOLLOW CALL WITH AN E-MAILED SERIOUS INCIDENT REPORT (SIR) TO WITHIN 24 HOURS OF THE INCIDENT USING ENCLOSURE 2 FORMAT.) Category A Incidents are accidents or incidents that result in:

- a. Any death, to include suicide of a service member, dependent Family member, civilian employee or contracted Cadet.
- b. Any Cadet death during JROTC/ROTC related training.
- c. Any training accident that results in a serious injury.
- e. Theft, loss, suspected theft, or recovery of sensitive items such as night vision devices, classified material; (excluding For Official Use Only) and controlled cryptographic items, as well as discovery or a loss of accountability.)
- f. Any Cadet Command incident, event or accident that has generated adverse publicity (been reported on the news, radio, etc.)

CATEGORY B: (REPORT THROUGH THE CHAIN OF COMMAND BY E-MAIL ATTACHMENT TO REGION HEADQUARTERS WITHIN 6 HOURS OF THE INCIDENT, USING ENCLOSURE 2 FORMAT.) Category B Incidents are accidents or incidents that result in:

- a. Any lift threatening injury to a service member, Family member, civilian employee or contracted Cadet.
- b. Any Cadet death not associated with military training including JROTC/non-contracted SROTC Cadets.
- c. Property damage or loss of government property or equipment exceeding \$10,000.
- d. Serious crimes (aggravated assault; kidnapping; rape; larceny exceeding \$10,000; wrongful manufacture, distribution, transportation, or sale of illegal drugs; sexual misconduct, murder or attempted murder committed by or against a service member, dependent Family member, or a civilian employee). Report all crimes being investigated by the Criminal Investigative Division.
- e. Accidental fires or arson on an installation that result in death, serious injury, or property damage exceeding \$10,000.
- f. Theft, loss, suspected theft, or recovery of weapons, explosives and munitions in the following quantities, as well as discovery of a loss of accountability.
 - (1) Any amount of ammunition of any type greater than 50 caliber (CAL.).
 - (2) Any ball, tracer, or tracer linked ammunition, 50 CAL or smaller in the amount of 100 rounds or greater for 50 CAL, and 200 rounds or greater for small arms ammunition (that is 5.56, 7.62 or 9mm.)
 - (3) Any type of blank ammunition when amount is equal to or greater than the issue amount in a Wire Bound Wooden Box.
 - (4) Loss of exploding simulators.
- g. Bomb threats.

REPORTABLE INCIDENTS (CONTINUED)

- h. Environment accidents or incidents that result in release of a hazardous substance, to include fuel, resulting in evacuation of facilities, injuries or deaths, or potential severe degradation of the environment. Examples include spills of petroleum, oil, and lubrication products into storm drains or waterways and releases of substances such as chlorine gas and other hazardous substances in amounts greater than the reportable quantity, as defined in federal, state, and local regulations.
- i. Nuclear or chemical accidents or incidents.
- j. Attempted suicide by a service member, dependent Family member, or civilian employee.
- k. Threats against the President, Vice President, other high government officials, or foreign dignitaries.
- l. Riots, disturbances, or demonstrations when Army personnel are involved.
- m. Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on a installation, or incidents off the installation involving military personnel or property.
- n. Maltreatment of Soldiers, Cadets or civilians to include assaults, abuse, or exploitation, where the offender is a trainer, supervisor, cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are reportable if other considerations such as sexual harassment or adverse publicity are involved.
- o. Actual or alleged child abuse that takes place within an Army organizational setting or facility (such as the youth activities center, child development center, medical treatment facility, etc.) or Army sponsored or sanctioned activities (such as youth sports, field trips, or quarters-based Family day care, etc). This does not include incidents of child abuse with the Family unit.
- p. Significant violations of Army standards.

CATEGORY C: (REPORT THROUGH THE CHAIN OF COMMAND BY E-MAIL, ATTACHMENT TO REGION HEADQUARTERS WITHIN 24 HOURS OF THE INCIDENT, USING ENCLOSURE 2 FORMAT.) Category C Incidents are accidents or incidents that result in:

- a. Incidents that result in Judicial and Non-judicial punishment, to include absent without leave.
- b. Crimes not included in Category B, that involve Cadre or contracted SROTC Cadets (to include any accident or traffic citation involving alcohol that result in an arrest, charges, or adverse adjudication of Driving Under the Influence (DUI), Driving While Intoxicated (DWI), etc. Later court proceeding or action that results in deletion or alteration of the initial offense do not alleviate the requirement for a report, e.g. DWI offense that is subsequently reduced to a lesser conviction such as reckless driving, dismissal, set aside, sealed, expunged, etc).
- c. Loss of demilitarized weapons.

Ecnl 1 (Con't)

Use email format report to submit all SIRs.
[SIR Email Format.](#)



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

REPLY TO
ATTENTION OF

ATCC-PAP

3 SEP 2009

MEMORANDUM FOR All Personnel Assigned or Attached to US Army Cadet Command (USACC)

SUBJECT: Policy Memorandum 9 - Serious Incident Reports (SIRs)

1. References:

- a. AR 190-45, Law Enforcement Reporting, paragraph 8-3, 30 Mar 07.
- b. TRADOC Regulation 1-8, TRADOC Operations Reporting, 31 Jan 08.
- c. AR 608-18, Army Family Advocacy Program, 30 Oct 07.
- d. AR 600-8-1, Army Casualty Program, Chapter 5, 30 Apr 07.

2. Purpose:

- a. To establish formal SIR notification procedures. All previous editions 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, 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 USACC, Junior and Senior Reserve Officers' Training Corps (ROTC) Cadre and Cadets.

4. Use of Names: We must preserve the privacy of all individuals in our reports; therefore, other than the POC, no names will be used in any SIR. All individuals will be referred to as Cadet X, Cadre X, DA Civilian (DAC) X, etc.

5. Incidents versus Serious Incidents: Categories (CATs) are used to distinguish between the two and are listed at enclosure 1.

- a. CAT 1 - Serious Incidents: Brigade Commanders will call a member of the the Command Group (Chief of Staff, Deputy Commanding General, or the Commanding General, USACC) immediately, no later than one hour, for Personally Identifiable Information (PII), followed by

ATCC-PAP

3 SEP 2009

SUBJECT: Policy Memorandum 9 - Serious Incident Reports (SIRs)

submission of an SIR via email directly to the command group and HQ, USACC (ROTCSIR@usaac.army.mil) **within 12 hours** using the standard SIR format (see enclosure 2) in the body of the email and as an attachment.

b. CAT 2 - Incidents: Brigades will submit SIRs electronically to ROTCSIR@usaac.army.mil on CAT 2 incidents within 24 hours using the format at enclosure 2 as well.

6. Special Guidance Events:

a. PII: Loss or compromise of PII, associated with the loss of equipment, must be reported **within one hour** through the chain of command via phone call and/or email and then followed up with an initial SIR within 12 hours of the incident IAW CAT 1 protocol. The report needs to include all details known about the loss and whether there was any possible compromise of sensitive data on the equipment.

b. 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 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>.

(4) At the website, scroll down to the Reference area in the left hand column, click the CAC Directory link, and follow the directions at the locator site.

(5) 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.

SUBJECT: Policy Memorandum 9 - Serious Incident Reports (SIRs)

c. Sexual Assault: Brigades will report all unrestricted reports of sexual assault to HQ, USACC as an SIR.

d. Domestic Violence or Allegation: In addition to the initiation of a CAT 2 SIR all incidents of domestic violence, child abuse, child neglect, etc., 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 results in an arrest or charges being filed, they must be reported through the SIR process in addition to filing a USACC Form 222.

7. Numbering and Submission: Brigades will assign each report a tracking number and submit all reports via email to ROTCSIR@usaac.army.mil. The only numbering system used is:

a. Initial Reports: Brigade/Calendar Year/Sequence order of the initial report (e.g., the first SIR from 1st Brigade in 2009 would be numbered **1 BDE-09-1 INITIAL**).

b. Follow-up Reports: Assign letters to denote the sequence of follow-on reports and add the word "FOLLOWUP" (e.g., **1 BDE-09-001A FOLLOWUP**, **1 BDE 09-001B FOLLOWUP**, etc.).

(1) New information provided will be annotated in line 11 of original SIR in ALL CAPITAL LETTERS (CAPS).

(2) Any previously sent updates in CAPS must be reformatted into sentence case 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., **1 BDE-09-001C FINAL**). Final information will be annotated in line 12 of original SIR.

d. Leader's Training Course (LTC)/Leader Development and Assessment Course (LDAC): If the incident occurs during the LTC or LDAC, the incident should be labeled with LTC or LDAC (e.g., **LTC-09-001** or **LDAC-09-001**). Upon return of Cadet or Cadre from LTC/LDAC, schools and brigades are responsible for follow-up reports.

e. Classification: Mark all reports, worksheets, and email subject lines as "For Official Use Only" (FOUO). Email subject line will state FOUO (e.g., **FOUO 1 BDE-09-001 INITIAL**). All reports will be digitally signed by each sender.

ATCC-PAP

3 SEP 2009

SUBJECT: Policy Memorandum 9 - Serious Incident Reports (SIRs)

f. Cadet Professional Development Training (CPDT)/Cadet Troop Leadership Training (CTLT)/Culture and Language Program (CULP)/Etc.: Brigades will establish a liaison with Airborne and Air Assault Schools for initial and follow-up SIRs.

(1) The school liaison will forward SIRs on Cadets/Cadre attending the schools to the Brigade Headquarters and USACC at ROTCSIR@usaac.army.mil.

(2) Upon return of the Cadet/Cadre from CPDT/CTLT/CULP/etc., the school and their brigade are responsible for all reports.

8. Points of contact for the USACC SIR Program are the following Program Managers:

a. Primary: Ms. Isman at (757) 788-2867 (DSN 680) or robin.isman@usacc.army.mil

b. Alternate: Ms. Taylor at (757) 788-4572 (DSN 680) or peggy.taylor@usacc.army.mil

2 Encls
as



ARTHUR M. BARTELL
Major General, US Army
Commanding

Cadet Command SIR/CCIR

SIR CAT	Category 1 Serious Incidents: BDE CDRs will call CG immediately (<1 hour for PII) and send CAT 1 SIRs to CG and ROTC-SIR@usac.army.mil within 12 hours	BDE Sends SIR < 12 Hrs	CC required to notify TRADOC?	Direct Report to CG in 1 Hour	Incident TYPE
1a	Death of any USACC military, DAC, JROTC cadre, or their immediate family	Y	Y		DEATH
1b	Death during SROTC/JROTC related training (SROTC reported to TRADOC via CG; JROTC reported to CC Level)	Y	Y		DEATH
1c	Serious injuries with threat to life, limb or eyesight of CC military, DAC, JROTC cadre, or Cadets while in the conduct of ROTC classes, training or other ROTC event	Y	Y		INJURY
1d	Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property	Y	Y		DEATH INJURY CRIME (if property damage only)
1e	Riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel	Y	Y		CRIME AT/FP (Terrorism or Force Protection Issue Suspected)
1f	Terrorist activities, sabotage and incidents initiated by known terrorists, dissident groups or criminals involving military personnel or property	Y	Y		CRIME AT/FP
1g	Change in FP/CON Level (When Raised/Lowered)	Y	Y		AT/FP
1h	Any incident event, or accident that HAS generated or WILL generate adverse publicity (reported on newstradio etc.) involving CC military, DAC, JROTC cadre or Cadets (Cadets while in the conduct of ROTC classes, training or other ROTC event)	Y	Y		ACCIDENT, ADMIN, AT/FP, CRIME, DEATH, SUICIDE, INJURY, or PII
1i	Loss or Compromise of Personally Identifying Information (PII) whether hard copy or electronic.	Y	Y	Y BDE CDR Calls CG PII and then G6	
1j	Information on threats, plans, attempts to harm, kidnap, or other information bearing on the personal security of the President of the United States or Vice President of the United States	Y	Y		CRIME

Cadet Command SIR/CCIR

SIR CAT	Category 2 Reportable events and incidents; BDEs send SIR to ROTC-SIR@usaac.army.mil SIR POC will forward to appropriate CC Director for action or Command Group Notification	BOE sends SIR within 24 Hrs	USACC required to notify TRADOC?	Type Incident
2a	Serious injury with no danger to life, limb, or eyesight as a result of ROTC Training or other ROTC event	Y	Y	INJURY
2b	Serious crimes (assault, kidnapping, sexual assault, manufacture/distribution, sale of illegal drugs, sexual misconduct, attempted murder committed by or against a member (military or DAC) of USACC or immediate family members, larceny exceeding \$10,000)	Y	Y	CRIME
2c	Accidental fires or arson that result in property damage exceeding \$10,000 to USACC DAC or military or ROTC buildings or property on or off campus	Y	Y	ACCIDENT
2d	All incidents of domestic disturbances (domestic violence, child abuse, child neglect, etc.) by military, DAC, or JROTC cadre	Y	Y	CRIME
2e	Suicidal attempts or behaviors such as ideations or gestures by military, DAC, or JROTC cadre or Cadets while in the conduct of ROTC classes, training or other ROTC event	Y	Y	SUICIDE SUICIDE ATTEMPT (Hospitalization) SUICIDAL BEHAVIOR (includes Ideation)
2f	Loss of laptop computer, external hard drives, etc. (if PII is involved, see CAT 1)	Y	Y	CRIME
2g	Theft, loss, or recovery of weapons, explosives or munitions	Y	Y	CRIME
2h	Crimes or arrests not included in Serious crimes above to include DUJ and DWI offenses	Y	Y	CRIME
2i	Bomb threats	Y	Y	CRIME AT/FP
2j	Environmental accidents or incidents that result in release of a hazardous substance in amounts greater than the reportable quantity, as defined in federal, state, and local regulations.	Y	Y	ACCIDENT