IMML-ZA 23 July 2020

U.S. ARMY GARRISON WEST POINT POLICY #32

SUBJECT: Garrison Commander’s Critical Command Information Requirements (CCIR)

1. References.


   b. IMCOM Regulation 190-45-1, IMCOM Serious Incident Reports and Commander’s Critical Information Reports (CCIR), dated 03 FEB 2020.


   e. (FOUO) OPERATION ORDER 20-108, Headquarters Army Materiel Command (HQ AMC) Commander’s Critical Information Requirements (CCIRs), Serious Incident Reports (SIRs), and Other specified Information Requirements (OIRs), DTG: 202359Z October 2019.

2. Purpose.

   a. To identify the Garrison Commander’s CCIRs and prescribe responsibilities and process for reporting serious incidents and critical information within the West Point Garrison Area of Responsibility (AOR).

   b. The Department of the Army (DA) Serious Incident Reporting (SIR) system provides early notice to the USMA Superintendent, Installation Management Command (IMCOM) and Army Material Command leadership that a serious incident has or may have occurred.

   c. This policy reinforces Army regulatory reporting requirements ICW cited references, incorporates IMCOM/USMA SIR Category reporting requirements and directs timelines and procedures for reporting SIRs/CCIRs.
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3. Applicability.

   a. This policy establishes SIR/CCIR procedures for all US Army Garrison West Point (USAG WP) Military and Civilian leaders.

   b. The Directorate of Plans, Training, Mobilization and Security (DPTMS) along with assistance of the Director of Emergency Services (DES) has staff responsibility for administering SIR/CCIR reporting. The Installation IOC/EOC will ensure that all SIRs/CCIRs are processed IAW with higher headquarters guidance as well as ensure that notification timelines and means of reporting are met. Furthermore, DPTMS will ensure notification timelines are met when informing the Garrison Commander (GC), appropriate USAG leadership and staff and West Point Senior Commander (SC).

   c. Directorates, through DPTMS, will report any incident that requires the attention of the Director, ID-T and HQ, IMCOM and USMA Superintendent. All USAG West Point directors/activity chiefs will establish and implement reporting systems within their respective directorates to ensure compliance with the timelines and procedures in this policy.

4. Serious Offense Reporting Categories. In accordance with AR 190-45, there are three categories of reportable serious incidents—Category 1 (actual or alleged incidents reported IAW Chap 8-2, AR 190-45) as listed in Appendix #3, Category 2 (actual or alleged incidents reported IAW Chap 8-3, AR 190-45) as listed in Appendix #3 and Category 3 (CG IMCOM CCIR, IMCOM Reg 190-45-1) as listed in Appendix #2 and USAG GC CCIR as listed in Appendix #1.

   a. Wake-Up Reporting Criteria: These incidents will be reported by phone or in person to the GC or Deputy Garrison Commander (DGC) immediately as indicated in Appendix #1.

   b. Non-Urgent Reporting Criteria: These incidents will be reported via email at the time of discovery outside of duty hours or by phone to the GC or DGC during normal duty hours (Monday-Friday, 0700-1900) as indicated in Appendix #1.

   c. Reports to IMCOM:

      (1) (U) Report via phone call CCIR #1 (See Enclosure #2) within two hours of notification of the information requirement.

      (2) (U) Garrisons report via email CCIRs #2, #3, #4, #5, #6, #7, #9, #10, #12, #13, #16, #18, #19, #20, #21, #22 and #23 (See Enclosure 2) at 0900 (L) the next day.
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(3) (U) Garrisons report via email CCIRs #8, #11, #14, #15, and #17 (See Enclosure #2) at 0900 (L) the next business day (excluding weekends and national holidays).

5. **Processing.** In the event of other serious incidents not addressed in this policy, contact the DGC or Garrison CSM for guidance. Should you believe the incident or issue is time sensitive, contact the GC directly. When in doubt, call. Submission of a SIR/CCIR will not be delayed due to incomplete information. All information known at the time of SIR/CCIR submission will be included. Additional required information will be provided in a subsequent corrected or add-on report.

6. **Procedures.** In accordance with (IAW) the regulations referenced in this policy, incidents are to be reported as follows:

   a. Directors/activity chiefs will comply with reporting any incident as an SIR or CCIR IAW para 1 above and enclosed appendices. If there is any doubt, report it to the DGC or GC. Draft reports will be sent to DPTMS for assignment of a report number and be sent to IMCOM Watch.

   b. DES/DPTMS will report all DA/IMCOM SIR/CCIR Categories IAW internal procedures. An initial SIR or CCIR will be created IAW reference 1a above and vetted through the DGC and/or GC for release approval before forwarding the report to IMCOM, IAW reference 1b above.

   c. USAG West Point DPTMS will coordinate with USMA Superintendent through the USMA G3, to ensure serious incident report and CCIR information is exchanged and while parallel and or courtesy reports may occur, dual reporting should be minimized.

   d. DPTMS will assign report numbers and send all SIR/CCIRs to AMC Watch (usarmy.redstone.usamc.mbx.amcoc@mail.mil) through ID-T: (usarmy.ible.id-training.list.ops-plans-team@mail.mil) and IMCOM Watch:(usarmy.ibsa.imcom-hq.list.operations-center-dl@mail.mil); NOTE: Garrison's will not send SIR/CCIR to Army Watch. AMC reserves the right to decide what goes forward to Army Watch, therefore AMC will determine what goes forward to Army Watch.

   e. At West Point, all SIRs/CCIRs will be transmitted electronically as an email to the following address: messageusarmy.westpoint.id-training.mbx.usag-wp-eoc@mail.mil.

   f. All SIRs-CCIRs/executive summaries (EXSUMs) will indicate in the subject line, the SIR/CCIR category, installation, type of incident, and whether or not this is an IMCOM or Non-IMCOM incident. Example: SIR-2-West Point (Non-IMCOM)-Domestic Violence-(ON POST). Additionally, all EXSUMs transmitted electronically will contain a
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point of contact, telephone number (DSN and commercial), and e-mail address of the individual/operations center responsible for generating the EXSUM.

g. For reported deaths of both West Point Soldiers and employees, DHR will develop an email message that the GC will provide to the IMCOM Commander within two hours of death notification of any West Point employee/Soldier. The message will provide initial information on circumstance surrounding the death of the individual.

7. Processing SIRs. Submission of an SIR will not be delayed due to incomplete information. All information known at the time of SIR/CCIR submission will be included. Additional required information will be provided in a subsequent corrected or add-on report. In accordance with AR 190-45, there are three categories of reportable items; for processing category 1 or 2 serious incidents (see Appendix 4 or AR 190-45).

a. Category 1 SIR is an incident that requires immediate telephonic notification from the reporting unit to the Army Watch, and the IMCOM HQ Operations Center. The installation operations center will notify the IMCOM Directorate Director and HQ IMCOM Deputy Commanding General (DCG) or Director G3/5/7 and the IMCOM HQ Operations Center followed by a written report emailed within 12 hours of discovery or notification to the Army Watch and courtesy copied (cc) to IMCOM Operations Center.

(1) Commanders and directors will telephonically notify a member of the USAG Command Group (GC or DGC) immediately upon identification of an incident that may require a CAT 1 SIR and DPTMS.

(2) Commanders and directors will follow-up the telephonic notification with an encrypted 5Ws situation report (SITREP) to usarmy.westpoint.id-training.mbx.usag-wp-eoc@mail.mil, as soon as feasible after identification of the incident.

(3) Commanders and directors SIR will submit an encrypted SIR/CCIR to the EOC mailbox usarmy.westpoint.id-training.mbx.usag-wp-eoc@mail.mil as soon as feasible after incident notification using the standard SIR format, located at Enclosure #4, in the body of the email and as an attachment.

(4) DPTMS will notify ID-T and IMCOM watch (210) 466-0143 during duty hours and (210) 428-9091 after duty hours, within four hours. For reports, DPTMS will assign report numbers and send SIR/CCIR to AMC Watch (usarmy.redstone.usamc.mbx.amcoc@mail.mil) through ID-T: (usarmy.ible.id-training.list.ops-plans-team@mail.mil) and IMCOM Watch: (usarmy.ibsa.imcom-hq.list.operations-center-dl@mail.mil) within 12 hours.
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b. **Category 2 SIR** is an incident that requires only a written report sent within 24 hours of discovery or notification to the Army Watch, IMCOM Directorate, HQ IMCOM Operations Center. Incidents requiring CCIR Reports.

(1) Commanders and directors will telephonically notify a member of the USAG Command Group (GC or DGC) immediately upon identification of an incident that may require a CAT 1 SIR and DPTMS.

(2) Commanders and directors will follow-up the telephonic notification with an encrypted 5Ws situation report (SITREP) to usarmy.westpoint.id-training.mbx.usag-wp-eoc@mail.mil, as soon as feasible after identification of the incident.

(3) Commanders and directors SIR will submit an encrypted SIR to the EOC mailbox usarmy.westpoint.id-training.mbx.usag-wp-eoc@mail.mil as soon as feasible after incident notification using the standard SIR format, located at Appendix 4 in the body of the email and as an attachment.

(4) DPTMS will notify ID-T and IMCOM watch (210) 466-0143 during duty hours and (210) 428-9091 after duty hours, within four hours. For reports, DPTMS will assign report numbers and send SIR/CCIR to AMC Watch

8. **Processing IMCOM CCIR** includes those incidents not already covered by Categories 1 or 2 SIRs, but are of interest to the IMCOM Commander and will be reported to the IMCOM Directorate and the IMCOM Operations Center within two hours of discovery, or notification of incident or event (See Appendices 2 and 3). Reports will be submitted by providing a written report in email format using the format: IMCOM Directorate plus the 5Ws and a summary. Information required but unavailable shall be indicated by To Be Determined (TBD), Unknown (UNK), or Non-Applicable (NA). The following incidents require CCIR reporting:

a. Death or serious injury involving loss of life, limb, or sight to any IMCOM member (Soldier, Civilian, and DA Contractor) residing on or off the installation.

**NOTE(1):** Within 24 hours of initial CCIR submission, the following information will be provided to the AMC DCS G1 at: usarmy.redstone.usamc.mbx.g1-personnel-operations@mail.mil, and the AMCOC at: usarmy.redstone.usamc.mbx.amcoc@mail.mil.

- NOK's Full Name. (If parents or adult children, provide all the names, relationship and addresses if they live separately, and if available)
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- NOK's relationship to the casualty (i.e. spouse, mother, father, son, daughter, etc.).

- NOK's mailing address. (Provide mailing addresses for all, if more than one NOK and they live separately)

NOTE(2): Commanders will, within one or two days, or as it becomes available, provide pertinent information to help the CG, IMCOM prepare 3-Star notes to send to the affected family members of the Soldier or Civilian (send the name and mailing address of the next of kin, any "go-by-names," as well as any additional info that is fitting or special in nature that will help to personalize the note).

b. Any sexual assault reported by any IMCOM assigned military or civilian employee.

c. Any major crisis resulting in disruption to installation operations, electrical outage, loss of water, sewage, heating, communications, cooling capabilities that effect quality of life or damages/destruction to the installation.

d. Imminent or forecasted natural or man-made disaster impacting IMCOM installations, i.e. tsunami warning, earthquake, hurricane warning, flooding, winter weather (causing closure or delay) major brush or wild fires. This includes Immediate Response (IR) Actions.

e. The following incidents occurring in a Child Youth Services (CYS) program or facility:

    (1) Death or serious injury involving loss of life, limb, or sight to any IMCOM member (Soldier, Civilian and their immediate family member (spouse, children). Commanders will, NLT 48 hrs after the incident, or as it becomes available provide pertinent information to help the CG, AMC and CG, IMCOM prepare 4 and 3-Star notes to send to the affected family members of the Soldier or Civilian (send the name and mailing address of the next of kin, any "go-by-names," as well as any additional info that is fitting or special in nature that will help to personalize the note).

    (2) Any death on a U.S. Army installation; death of an IMCOM dependent off post deemed criminal in nature. Very serious injury of a current senior U.S. Army leader, i.e. any Presidential appointed Department of the Army (DA) Civilian, any GO or Senior Executive Service (SES) member, SMA, any Colonel or GS-15, any Lieutenant Colonel Battalion (Bn) Commander (CDR), any Command Sergeant Major (CSM) on the installation.
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(3) Any sexual assault reported by any IMCOM assigned military or civilian employee. NOTE: HQDA Memo, dtd 11 April 2018, Guidelines and Process for Commander's Critical Information Requirements (CCIR) Regarding Sexual Assault and Sexual Harassment Incidents is located on the IMCOM SharePoint page at the CCIR Tab.

(4) Any incidents occurring in a CYS Services program or facility that include: Death/injury to a child/youth sustained in a CYS program or facility resulting in admission to a hospital, surgery, or which prevents/precludes the child/youth from participating in school/CYS programs for more than three (3) days. Any child abuse or neglect allegation of any person working or volunteering in any CYS program, even if the allegation did not involve a child enrolled in CYS. If the allegation is substantiated/founded, an updated CCIR is required. Revocation or deferment of accreditation for any CDC or School Age Center. Actual or alleged incident of child abuse or neglect that takes place within an Army organizational setting or facility or Army-sponsored/sanctioned activity.

(5) Environmental incident or action that has shut down operations or training at an installation due to spills, range fires, legal suits, administrative order that would stop operations. Environmental incident requiring immediate notification to any DOD or external agency.

(6) Incidents involving unauthorized Unmanned Aircraft (UA) and Unmanned Aircraft Systems (UAS) operating IVO Army equities. Any threat, attack, or incident at a non-government facility or event that affects U.S. Army personnel or equities. Any breach, potential attack, or threat against U.S. Army facilities, equities, or structures. This applies to unauthorized personnel breaches at Army equities.

(7) Any change in force protection condition baseline.

(8) Condition or issue that causes a reduction to the IMCOM Workforce due to funding, contract, labor issue, or other incident or issue that impacts installation operations.

(9) Imminent threat to Senior U.S. Army leaders (any Presidential Appointed DA Civilian, any GO or SES, SMA, any COL or GS-15, any LTC Bn CDR, any CSM).

(10) Any incident not covered in this matrix or regulatory guidance that the senior commander or garrison commander deem to be of interest to the IMCOM leadership, based on the nature of gravity, potential for adverse publicity or potential consequences of the incident.
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(11) Confirmed or suspected exposure of classified information; compromise, suspected compromise, loss, or theft of PII; connection of a SIPRNET system to the NIPRNET.

(12) Incident or alleged incident of misconduct by a member of the IMCOM workforce (Military/DAC/Contractor) to include fraud, waste, abuse, corruption, and suspension or relief of any LTC or above in a command position.

(13) Potentially adverse public affairs issues on or off the installation that effects the mission or the ability to provide services to the IMCOM community.

(14) POTUS, VPOTUS, US Government Secretary, Foreign Dignitary, Ambassador, GOVDEL, CODEL, 3-STAR or above and equivalent visit to an IMCOM installation/activity.

(15) Any major crisis resulting in disruption to installation operations, electrical outage, loss of water, sewage, heating, communications, cooling capabilities that effect quality of life or damage/destruction to the installation.

(16) Imminent or forecasted natural or man-made disaster impacting IMCOM installations, i.e. tsunami warning, earthquake, hurricane warning, flooding, winter weather (causing closure or delay) major brush or wild fires. This includes Immediate Response (IR) Actions.

(17) Events not otherwise reportable involving schedule I chemical agents or munitions, categorized non-traditional agents, and/or biological select agent and toxin (BSAT) at an IMCOM installation. See AR 190-45.

(18) Any report of suspicious package(s) at U.S. Army installations, facilities, or structures requiring explosive ordnance disposal (EOD)/chemical, biological, radiological, nuclear warfare support.

(19) Theft, suspected theft, attempted theft, loss, or unaccounted arms, ammunition, and explosives. See AR 190-45.

(20) Any serious incidents reportable per AR 190-45.

(21) Incident of gross negligence or failure to respond to a housing related life, health, and safety work order by a private company, partner employee, contractor, or housing management; fraudulent or criminal conduct related to Army housing; allegations of retaliation by a private company / partner employee related to Army housing.
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(22) Failure of installation utilities or services that create a life-threatening condition or negatively affects mission critical operations.

(23) Any activation/deployment/re-deployment of Units on the installation that requires garrison’s assets, resources or support.

9. Point of Contact is Mr. Bob Brown, Chief, Operations and Plans, DPTMS, (845)-938-2516 or robert.c.brown19.civ@mail.mil.

5 Encls
1. USAG CDR CCIR Reporting
2. IMCOM CCIR Reporting
3. AMC CCIR Reporting
4. AR 190-45 SIR Reporting Catagories
5. Reporting Format

EVANGELINE G. ROSEL
COL, AG
Commanding
**Enclosure 1**
**USAG GC CCIR Reporting**

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>GC Wake-Up</th>
<th>Normal Duty and Day Hours</th>
<th>Immediate</th>
<th>Within 2-hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival of external media to cover an Installation Incident</td>
<td>Y</td>
<td></td>
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<td>Y</td>
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<tr>
<td>Any Crime (aggravated assault, domestic violence, involving sex, theft, robbery, fraud) or as determined by the PMO/DES to warrant notification</td>
<td>Y</td>
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<tr>
<td>Activate/dispatch of the Incident Command Post in response to an incident</td>
<td>Y</td>
<td></td>
<td>Y</td>
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<tr>
<td>Arrest of USAG Soldier/DA civilian</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Barricaded Subject(s)</td>
<td>Y</td>
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<tr>
<td>Breach of security or arrest at ACP</td>
<td>Y</td>
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<td>Y</td>
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<tr>
<td>Bomb threat/explosion w/ injury, death; damage to Government property seriously degrading mission</td>
<td>Y</td>
<td></td>
<td>Y</td>
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<tr>
<td>Child Abuse-Govmnt Otrs/ CDC</td>
<td>Y</td>
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<tr>
<td>Child serious Injury w/in USAG care facility</td>
<td>Y</td>
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<td>Death of any USAG personnel by accident or work related</td>
<td>Y</td>
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<td>Y</td>
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<tr>
<td>Death of a Soldier on Active Duty</td>
<td>Y</td>
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<td>Closure of any Access Control Point</td>
<td>Y</td>
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<td>Y</td>
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<td>Change in FPCON Level</td>
<td>Y</td>
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<td>Disaster/crisis resulting in disruption to installation OPNs, including electrical outages, loss of water, sewage, heating, cooling and/or quality of life</td>
<td>Y</td>
<td></td>
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<td>Y</td>
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</tbody>
</table>
Enclosure 1
USAG GC CCIR Reporting

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>GC Wake-Up</th>
<th>Normal Duty and Day Hours</th>
<th>Immediate</th>
<th>Within 2-hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deployment notice or recall to active duty of an USAG employee</td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
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<tr>
<td>DUI/DWI of USAG MSG/GS-13 or above</td>
<td>Y</td>
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<td>Y</td>
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<tr>
<td>Dangerous dog or wild animal attacking/threatening a human</td>
<td></td>
<td></td>
<td>Y</td>
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<tr>
<td>Evacuation of Family Member(s) from Qtrs or Soldier(s) from barracks</td>
<td></td>
<td></td>
<td>Y</td>
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<tr>
<td>Fire resulting in damage or destruction to Family Housing or Government property</td>
<td>Y</td>
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<td>Y</td>
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<tr>
<td>Firearm-discharge (non-training)</td>
<td></td>
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<td>Y</td>
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<tr>
<td>Firearm Incident causing injury/death</td>
<td>Y</td>
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<td>Y</td>
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<tr>
<td>HAZMAT or environmental incident</td>
<td>Y</td>
<td></td>
<td>Y</td>
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<tr>
<td>Hostage situation</td>
<td>Y</td>
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<td>Y</td>
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<tr>
<td>Incident/misconduct involving a USAG MSG/GS-13 or above</td>
<td>Y</td>
<td></td>
<td>Y</td>
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<tr>
<td>Injury of USAG employee while on-duty requiring hospitalization</td>
<td>Y</td>
<td></td>
<td>Y</td>
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<tr>
<td>Intelligence Collection; Cyber threat</td>
<td>Y</td>
<td></td>
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<tr>
<td>Kidnapping on West Point</td>
<td>Y</td>
<td></td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Missing child from Installation Housing or USAG facility</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
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<tr>
<td>MEDEVAC (aerial) on West Point</td>
<td>Y</td>
<td></td>
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</table>
**Enclosure 1**

**IMCOM CCIR Reporting**

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>GC Wake-Up</th>
<th>Normal Duty and Day Hours</th>
<th>Immediate</th>
<th>Within 2-hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Racial/Ethnic criminal act-Hate Crime</td>
<td>Y</td>
<td></td>
<td></td>
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<tr>
<td>Rape/Sexual Assault</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
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<tr>
<td>Riots, demonstrations on/off post</td>
<td>Y</td>
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<td>Y</td>
<td></td>
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<tr>
<td>Request from outside partners for immediate assistance from WP</td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Breach (Arms Rm, COMSEC)</td>
<td>Y</td>
<td></td>
<td>Y</td>
<td></td>
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<tr>
<td>Suicide/attempts</td>
<td>Y</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Terrorist threats, sabotage, or actual incidents; threats to Gov AA&amp;E</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
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<tr>
<td>Theft of sensitive Items-lost/missing</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Training accidents with Injuries/death</td>
<td>Y</td>
<td></td>
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</tbody>
</table>
Enclosure 2
IMCOM CCIR Reporting:

<table>
<thead>
<tr>
<th>IMCOM CCIR</th>
<th>Garrison Commanders/Managers Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Immediate telephonic notification 24/7 to ID Director</td>
<td></td>
</tr>
<tr>
<td>2. E-mail EXSUM to ID Director, ID OPS, and IMCOM OPS Center within 2 hours</td>
<td></td>
</tr>
</tbody>
</table>

1. Death or serious injury involving loss of life, limb, or sight to any IMCOM member (soldier, civilian and their immediate family member (spouse, children)).

2. Any death on a U.S. Army installation; death of an IMCOM dependent off post deemed criminal in nature. Very serious injury of a current senior U.S. Army leader, i.e. any Presidential appointed Department of the Army (DA) civilian, any GO or Senior Executive Service (SES) member, SMA, any Colonel or GS-15, any Lieutenant Colonel Battalion (Bn) Commander (CDR), any Command Sergeant Major (CSM) on the installation.

3. Any sexual assault reported by any IMCOM assigned military or civilian employee.

4. Any incidents occurring in a CYS Services program or facility that include: Death/injury to a child/youth sustained in a CYS Services program or facility resulting in admission to a hospital that prevents the child/youth from participating in school/Child Development Center (CDC)/Youth Programs for more than three (3) days. Child neglect, or physical or sexual abuse allegations of any person working or volunteering in any CYS Services program, even if the allegation did not involve a child enrolled in a CYS Services program and any substantiated child neglect or abuse charge. Actual or alleged child abuse which takes place on a U.S. Army installation / facility (CDC, DOD schools, etc.) or within an Army organizational setting in which the victim is sexually abused or is admitted to the hospital due to injuries incurred during the incident. Revocation or deferment of accreditation for any CDC or School Age Center.

5. Environmental incident or action that has shut down operations or training in an installation due to spills, range fires, legal suits, administrative order that would stop operations. Environmental incident requiring immediate notification to any DOD or external agency.

6. Incidents involving unauthorized Unmanned Aircraft (UA) and Unmanned Aircraft Systems (UAS) operating IVO Army equities. Any threat, attack, or incident at a non-government facility or event that affects U.S. Army personnel or equities. Any breach, potential attack, or threat against U.S. Army facilities, equities, or structures. This applies to unauthorized personnel breaches at Army equities.

7. Any change in force protection condition baseline.

8. Condition or issue that causes a reduction to the IMCOM Workforce due to funding, contract, labor issue, or other incident or issue that impacts installation operations.

9. Imminent threat to Senior U.S. Army leaders (any Presidential Appointed DA Civilian, any GO or SES, SMA, any COL or GS-15, any LTC Bn CDR, any CSM).
**IMML-ZA**  
**SUBJECT:** Garrison Commander's Critical Command Information Requirements (CCIRs) and Serious Incident Reporting (SIR)

**Enclosure 2 Continued**  
**IMCOM CCIR Reporting:**

<table>
<thead>
<tr>
<th>IMCOM CCIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garrison Commanders/Managers Reporting</td>
</tr>
</tbody>
</table>

10. Any incident not covered in this matrix or regulatory guidance that the senior commander or garrison commander deem to be of interest to the IMCOM leadership, based on the nature of gravity, potential for adverse publicity or potential consequences of the incident.

11. Confirmed or suspected exposure of classified information; compromise, suspected compromise, loss, or theft of PII; connection of a SIPRNET system to the NIPRNET.

12. Incident or alleged incident of misconduct by a member of the IMCOM workforce (Military/DAC/Contractor) to include fraud, waste, abuse, corruption, and suspension or relief of any LTC or above in a command position.

13. Potentially adverse public affairs issues on or off the installation that affects the mission or the ability to provide services to the IMCOM community.

| POTUS, VPOTUS, US Government Secretary, Foreign Dignitary, Ambassador, GOVDEL, CODEL, 3-STAR or above and equivalent visit to an IMCOM installation/activity. |

15. Any major crisis resulting in disruption to installation operations, electrical outage, loss of water, sewage, heating, communications, cooling capabilities that affect quality of life or damage/destruction to the installation.

16. Imminent or forecasted natural or man-made disaster impacting IMCOM installations, i.e. tsunami warning, earthquake, hurricane warning, flooding, winter weather (causing closure or delay) major brush or wild fires. This includes Immediate Response (IR) Actions.

17. Events not otherwise reportable involving schedule I chemical agents or munitions, categorized non-traditional agents, and/or biological select agent and toxin (BSAT) at an IMCOM installation. See AR 190-45.

18. Any report of suspicious package(s) at U.S. Army installations, facilities, or structures requiring explosive ordnance disposal (EOD)/chemical, biological, radiological, nuclear warfare support.

19. (UI/FOUO) Theft, suspected theft, attempted theft, loss, or unaccounted arms, ammunition, and explosives. See AR 190-45.

20. Any serious incidents reportable per AR 190-45

21. (U) Incident of gross negligence or failure to respond to a housing related life, health, and safety work order by a private company, partner employee, contractor, or housing management; fraudulent or criminal conduct related to Army housing; allegations of retaliation by a private company / partner employee related to Army housing.

22. Failure of installation utilities or services that create a life-threatening condition or negatively affects mission critical operations.

23. Any activation/deployment/re-deployment of Units on the installation that requires garrison's assets, resources or support.
## AMC CCIR Reporting Matrix:

<table>
<thead>
<tr>
<th>EVENT</th>
<th>CHOPS</th>
<th>G-3</th>
<th>DCG</th>
<th>CG</th>
</tr>
</thead>
<tbody>
<tr>
<td>[U] Captured, Missing in Action (MIA), Killed in Action (KIA) or death, hostage, imminent threat, or serious injury of AMC personnel (Military/Department of the Army Civilian (DAC)/Contractor) in support of Contingency Operations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO/LMIDIS] Incident or alleged incident of sexual harassment or sexual assault.</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>[UI/FOUO/LMIDIS] Incident of death/injuries of a child/youth, child neglect, or physical or sexual abuse allegations of any person working or volunteering at a Child and Youth Services (CYS), Revocation or deactivation of accreditation for any CDC or School Age Center.</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>[UI/FOUO/LMIDIS] Incident that adversely impacts AMC Operations, which involves significant property damage, serious injury, (limited to eyesight) of AMC personnel (Military/Department of the Army Civilian (DAC)/Contractor), delay or stoppage that affects depot maintenance programs or production line schedules which impacts readiness.</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>[UI/FOUO] (PR #3) Imminent, credible threat (by land, air, or sea) against or near an AMC operation, installation or facility (including any breach of physical security to include UAVs), or organization.</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO] (PR #2) Events that impact AMC’s current operations or generate new AMC support requirements for future (contingency) operations.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO/LMIDIS] Condition or issue that causes a restriction in the AMC workforce due to funding, contract, labor issue, or diplomatic or international incident or issue that impacts AMC Operations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO/LMIDIS] (PR #1) Identify any worldwide threat (Foreign Intelligence Entities (FE), Insider threats, and other malicious actors that target) to AMC personnel, activities, or facilities that would impact AMC support to the Warfighter or AMC's international partners.</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO] (PR #4) Confirmed or suspected intrusion, network services disruption, malware, or significant malicious access attempts affecting any item on the AMC Critical Assets List, any confirmed or suspected attempts to connect to a known adversary from any AMC system.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO/LMIDIS] (PR #5) Confirmed or suspected exposure of classified information, compromise, suspected compromise, loss, or theft of PII; connection of an AMC SFRNET system to the NIPRNET.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO/LMIDIS] Incident or alleged incident of misconduct by a member of the AMC workforce (Military/DAV/Contractor) to include fraud, waste, abuse, corruption, and suspension or relief of any LTC or above in a command position.</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>[U] Event with international, national, or local media coverage that does or could negatively portray AMC.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO] POTUS, V Potus, US Government Secretary, Foreign Diplomacy, Ambassador, GOYDEL CCEEL, other service 4-STAR or above, and equivalent visit to an AMC unit or AMC activity.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO] Environmental incident or action that has shut down operations or training at an installation due to spills, range fires, legal suits, and administrative order that would stop operations.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO] (PR #5) Monitor and assess hazardous weather or forecast of hazardous weather that could impact AMC equities.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(U) Events not otherwise reportable involving schedule chemical agents or munitions, categorized non-traditional agents, and/or biological select agent and toxin (BSAT) at an AMC facility or installation, and for which AMC has ownership, custody, or support responsibility. See AR 190-45.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO] Report of suspicious package(s) at an AMC installations, facilities, or structures requiring EOD/CRBN support.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[UI/FOUO] Theft, suspected theft, attempted theft, lost, unaccounted arms, ammunition, and explosives. See AR 194-45.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[U] Any serious incidents reportable per AR 190-45</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(U) Incident of gross negligence or failure to respond to a housing related life, health, and safety work order by a private company, partner employee, contractor, or housing management, fraudulent or criminal conduct related to Army housing; allegations of retaliation by a private company or partner employee related to Army housing.</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>(U) Failure of installation utilities or services that create a life-threatening condition or negatively affects mission critical operations.</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
Enclosure 3 Continued
AMC CCIR Reporting Matrix:

<table>
<thead>
<tr>
<th>EVENT</th>
<th>CHOPS</th>
<th>G-3</th>
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<th>CG</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 (U) Any Senior Commander declaration to conduct local quarantine on an Army installation.</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>124 (U) AMC Soldiers, DA Civilian and their respective dependents, and Contractors in isolation/quarantine or receiving treatment for the Coronavirus</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>125 (U) Mission assignments or requests for assistance to be sourced by AMC equities in response to the Coronavirus outbreak</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>126 (U) Any confirmed coronavirus (covid-19) cases: Soldiers, Family members, DOD civilians and contractors.</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>127 (U) Any Soldier, Family member, DOD civilian, contractor returning from mainland china since 02 February 2020. (HQDA CCIR)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>128 (U) Medical PPE and test kit shortages at army medical treatment facility (MTF) (HQDA CCIR)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>129 (U) Major installation facility closures, e.g. schools, commissaries/post exchanges, dining facilities, child development center. (HQDA CCIR)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>130 (U) Installations unable to meet isolation requirements or enforce 14-day restriction on movement (ROM) directive. (HQDA CCIR)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>131 (U) Any change to health protection condition (HPCON) level. (HQDA CCIR)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**BOLD = PIR**  **Red Font = report on SIPR**

- **Immediate wake up**: 2
- **Next day 0700**: 3
- **Next business day 0700**: 3
IMML-ZA
SUBJECT: Garrison Commander's Critical Command Information Requirements (CCIRs) and Serious Incident Reporting (SIR)

Enclosure 4
AR 190-45 SIR Reporting Catagories:

Category 1 reportable serious incidents.
These are actual or alleged incidents involving the following:

a. On- and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.
b. War crimes, including mistreatment of enemy prisoners of war, detainees, displaced persons, retained persons, or civilian internees; violations of the Geneva Conventions; and atrocities.
c. Requests by members of the Army for political asylum in foreign countries or indications of defect.
d. Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation or that involve military personnel or property off an installation.
e. Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.
f. Incidents involving material damage that seriously degrade unit operational or training readiness.
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g. Threats against Government weapons and ammunition.
h. Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the United States, Vice President of the United States, or other persons under U.S. Secret Service (USSS) protection.
i. Incidents involving Army BSAT listed below will be reported. The list of select agents is reviewed and updated by the Centers of Disease Control and Prevention and the Animal and Plant Health Inspection Service and is found in 42 CFR 73; 7 CFR 331; and 9 CFR 121. These agents are also known as high-consequence, nonoverlap agents and toxins; overlap agents and toxins; and listed plant pathogens. The list includes specific genetic elements, recombinant nucleic acids, and recombinant organisms. The list also identifies exclusions—things that are not considered as select agents or toxins (see http://www.cdc.gov/od/sap/docs/salist.pdf).
(1) The theft, loss, recovery, suspected theft, inventory shortage or overage, wrongful disposition, and unauthorized use and/or destruction of Army-owned BSAT.
(2) Attempts to steal or divert Army BSAT outside of physical security controls.
(3) Actual or attempted housebreaking or unauthorized access at an Army BSAT facility or laboratory.
(4) Actual or attempted housebreaking or unauthorized access at an off-post BSAT facility or laboratory under contract to the U.S. Army for BSAT research.
(5) Significant or disabling damage to an Army-owned BSAT facility.
(6) Discharge of a select agent or toxin external to the containment laboratory and into the ambient air or environment.
(7) Mishaps in which there was direct evidence of an exposure to Army-owned BSAT, such as a measurable rise in specific antibody strength to the causal agent in question, or a confirmed diagnosis of intoxication or disease.
(8) Other incidents at Army-owned BSAT facilities not identified above that the commander determines to be of immediate concern to HQDA based on the nature, gravity, and potential for adverse publicity, or potential consequences of the incident.
j. Incidents involving Army chemical agents, or research chemical agents, listed below will be reported:
(1) The theft, loss, recovery, suspected theft, inventory shortage or overage, wrongful disposition, and unauthorized use and/or destruction of Army chemical agents or Army research chemical agent.
(2) Attempts to steal or divert Army chemical agents or Army research chemicals outside of physical security controls.
(3) Actual or attempted housebreaking, or unauthorized access at an Army chemical facility or laboratory.
(4) Actual or attempted housebreaking, or unauthorized access at an off-post chemical facility or laboratory under contract to the U.S. Army for chemical research.
(5) Significant or disabling damage to an Army chemical facility.
Enclosure 4 Continued
AR 190-45 SIR Reporting Categories

Category 1 SIR Reportable Serious Incidents:

(6) Mishaps that result in observable or known occupational exposures to Army chemical agents due to failure of personal protective equipment (PPE) to provide protection (such as malfunctions, improper, or inadequate use of PPE).
(7) Other Army chemical or Army research chemical agent incidents not identified above that the commander determines to be of immediate concern to HQDA based upon the nature, gravity, potential for adverse publicity, or potential consequences of the incident.
(8) Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

Category 2 SIR Reportable Serious Incidents:
These are actual or alleged incidents involving the following:

a. Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than $100,000.
b. Theft, suspected theft, negligence, or conflict of interest involving Government nonappropriated funds or property valued at more than $100,000.
c. Racially or ethnically motivated criminal acts.
d. Loss, theft, wrongful disposition, willful destruction, or mismanagement of the following:
   (1) Evidence as part of a law enforcement investigation.
   (2) Sensitive items, other than arms and ammunition, identified by controlled inventory item code 1-6, 8, 9, Q, R, or Y (see AR 710–2).
   (3) Controlled cryptographic items.
   (4) Drugs identified in 21 USC 13 (The Comprehensive Drug Abuse Prevention and Control Act of 1970) as schedules 1, 2, 3, 4, and 5 controlled substances. Schedules 2 through 5 drugs are Government-controlled medical substances and are identified as R and Q, controlled, medical items in the Federal Supply Catalog. Schedule I drugs, as identified in the act, are only used by DOD for research, and are not available through the supply system.
e. Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed below:
   AR 190-45 • 27 September 2016 47
   (1) Cocaine, 100 grams or more.
   (2) Marijuana, 1000 grams or more.
   (3) Hashish, 1000 grams or more.
   (4) Heroin, 100 grams or more.
   (5) Methamphetamines or barbiturates, 100 grams or more.
   (6) LSD, 6 dosage units or more.
   (7) PCP, 100 grams or more.
   (8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.
f. Significant violations of Army standards of conduct, to include bribery, conflict of interest, Middendorf v. Henry, or acceptance of gratuities by Soldiers or DA or nonappropriated fund employees.
g. Incidents involving prisoners or detainees of Army confinement or correctional facilities to include escape from confinement or custody, disturbances which require the use of force, wounding, or serious injury to a prisoner, and all prisoner deaths.
Enclosure 4 Continued
AR 190-45 SIR Reporting Categories

Category 2 SIR Reportable Serious Incidents:

h. Theft, loss, suspected theft, unaccounted or recovered arms, ammunition, and explosives (AA&E) in the following quantities:
   (1) Any missile, rocket, mine, artillery, or mortar rounds.
   (2) Any machinegun or automatic-fire weapon.
   (3) Any fragmentation, concussion, high-explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators.
   (4) Any explosives, to include demolition explosives (for example, detonation cord, C-4 blocks of explosives).
   (5) One or more semiautomatic or manually operated firearms.
   (6) Five or more rounds of ammunition greater than .50 caliber.
   (7) 1,000 or more rounds of .50 caliber or smaller ammunition.

i. Actual or attempted break-ins of arms rooms or storage areas for AA&E.

j. Armed robbery or attempted armed robbery of AA&E.

k. Any evidence of trafficking of AA&E, such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved.

l. Aggravated arson.

m. Except for deaths occurring due to natural causes (such as pre-existing illness, disease or medical condition, to include hospice care) in medical treatment facilities, all deaths occurring on Army installations must be reported, including but not limited to, accidents, homicides, suicides, highly communicable and lethal diseases, or other incidents. All deaths of Soldiers, regardless of duty status, that occur off the installation will be reported. Additionally, deaths of Family members that occur off the installation, which are deemed to be criminal in nature, will be reported. If the manner of death of Soldier or Family member is unknown, the incident will be reported as "undetermined manner of death" and the manner of death will be updated by add-on SIR as soon as determined. Next-of-kin notification, use of seatbelt and PPE, and alcohol or drug use will be included in the initial SIR or updated accordingly in the add-on SIR.

n. Kidnapping.

o. Major fires or natural disasters involving death, serious injury, property damage in excess of $250,000, or damage that seriously degrades unit operational or training capabilities.

p. Group breaches of discipline involving 10 or more persons who collectively act to defy authority.

q. Training and troop movement accidents resulting in serious injury or death.

r. Maltreatment of Soldiers or DA civilians to include assaults, abuse, or exploitation where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable, unless other considerations such as sexual harassment or adverse publicity are involved.

s. Violations of Army policy as it pertains to monitoring and recording of conversations in accordance with AR 190–30 and AR 190–53, or acquisition and storage of non-affiliated U.S. person information in accordance with AR 380–13.

t. Actual or alleged incident of child abuse that takes place within an Army organizational setting or facility (for example, child development center, youth activities center, MTF, gymnasium, and so forth). Actual or alleged incident of child abuse that takes place within an Army-sponsored or -sanctioned activity (for example, quarters-based Family childcare home, youth sports or recreation activities, field trips, and so forth). This paragraph also applies to incidents of child abuse occurring within the unit which involve the use of a weapon (for example, a firearm, knife, or other devices which will cause serious bodily injury), the victim suffers a broken limb, is sexually abused, is choked or strangled, or is admitted to the hospital because of injuries incurred during the incident.
Category 2 SIR Reportable Serious Incidents Continued:

u. Serious child injury or death, not resulting from child abuse, while the child is in the Army's care at a nonmedical facility (child development center, quarters-based Family childcare home, youth activities center, or within an Army-sponsored or -sanctioned activity). This paragraph does not apply to sports injuries related to, or potentially inherent in, a youth activity or event.
v. Serious domestic violence incidents (unrestricted reporting only). This report will include whether the Soldier listed as a subject was deployed within the past year leading up to the incident.
w. Incidents involving firearms that cause injury or death.
x. Federal crimes reportable under AR 381–10, when they meet reporting criteria.
y. Any other incident that the commander determines to be of concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.
IMML-ZA

SUBJECT: Garrison Commander's Critical Command Information Requirements (CCIRs) and Serious Incident Reporting (SIR)

Enclosure 5
Reporting Format:

Reporting Format

SIR/CCIR: 20-XXXX [Number is issued by DPTMS]

DATE/TIME OF REPORT: [day, time month, year]

FOLLOW-ON REPORT:

REPORTED BY: ID-T/WEST POINT

REPORTING UNIT: WEST POINT, NY

CATEGORY: CCIR

TYPE OF INCIDENT:

DATE/TIME OF INCIDENT:

LOCATION OF THE INCIDENT:

WHO: WEST POINT INSTALLATION

WHEN:

WHERE:

WHY:

SUMMARY:

CORRECTIVE ACTIONS TAKEN TO REMEDY THE INCIDENT:

REMARKS:

PUBLICITY: NONE

POINT OF CONTACT: NAME OF DIRECTOR, DIRECTORTE
RANK: GS-XX
PHONE: (845) 938-XXXX
IMML-ZA
SUBJECT: Garrison Commander’s Critical Command Information Requirements (CCIRs) and Serious Incident Reporting (SIR)

Enclosure 5
Format for Next of Kin Data Requirements for Deceased AMC Personnel:

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Next of Kin Data Requirements for Deceased U.S. Army Materiel Command Personnel


2. A Commander’s Critical Information Report (CCIR) will be processed in accordance with current policy when a U.S. Army Materiel Command (AMC) Soldier, Department of the Army Civilian or contractor becomes deceased. The CCIR will be initiated by the affected Major Subordinate Command (MSC), thru the AMC Operations Center (AMCOC) at: usarmy.redstone.usamc.mbx.amcoc@mail.mil for notification to AMC senior leadership.

3. The CCIR will include the Next of Kin (NOK) information and when the NOK was notified, if available at the time of the initial report. The reporting MSC will continue to update the report, as needed, to include the NOK information and when the NOK is notified. The CCIR will be considered closed only when the NOK information is passed to the AMC DCS G1.

4. The NOK information provided in the CCIR will be used to prepare condolence notes on behalf of the AMC Commanding General and the Deputy Commanding General to the NOK.

5. Within 24 hours of initial CCIR submission, the following information will be provided to the AMC DCS G1 at: usarmy.redstone.usamc.mbx.g1-personnel-operations@mail.mil, and the AMCOC at: usarmy.redstone.usamc.mbx.amcoc@mail.mil.

   a. NOK’s Full Name. (If parents or adult children, provide all the names, relationship and addresses if they live separately, and if available)

   b. NOK’s relationship to the casualty (i.e. spouse, mother, father, son, daughter, etc.).

   c. NOK’s mailing address. (Provide mailing addresses for all, if more than one NOK and they live separately)
IMML-ZA

SUBJECT: Garrison Commander's Critical Command Information Requirements (CCIRs) and Serious Incident Reporting (SIR)

6. IMCOM POC is Roberto Alvarez, Chief, DCS G-1, Operations at (256) 450-6501, DSN 320-6501, or e-mail roberto.l.alvarezgonzalez.civ@mail.mil.