



DEPARTMENT OF THE ARMY
HEADQUARTERS, EASTERN REGION
UNITED STATES ARMY CADET COMMAND
BUILDING 1468, 328 THIRD AVENUE
FORT KNOX, KY 40121-5117

REPLY TO
ATTENTION OF:

ATOE-ZB

30 OCTOBER 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eastern Region Policy Letter 10 – **Serious Incident Reporting (SIR)**

1. References.

- a. Cadet Command Policy Memorandum 9 – Serious Incident Reporting, 16 December 2005.
- b. AR 190-40, Serious Incident Report, 30 November 1993.

2. Purpose. Provide command policy for Serious Incident Reporting within Eastern Region.

3. Scope. This policy memorandum applies to personnel assigned or attached to Eastern Region.

4. Incidents that qualify as serious incidents are categorized/explained at enclosure 1.
Instructions for each category follow:

a. Category A: Brigade Commanders will immediately call Commander, Eastern Region at (502) 624-1042/1446 (DSN 464); after duty hours call at (502) 386-0192 or (502) 942-2143. If the Region Commander cannot be contacted, contact the Chief of Staff, at (502) 624-2253 or (502) 386-3791. 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: julie.norman@usacc.army.mil, tara.birkla@usacc.army.mil and patricia.klockow@usacc.army.mil.

b. Category B and C: Submit SIR via email through the chain of command to Eastern Region within 24 hours of the incident prepared in the proper format (see encl 2 – SIR Format). Email a copy to all the following: julie.norman@usacc.army.mil, tara.birkla@usacc.army.mil and patricia.klockow@usacc.army.mil.

5. Eastern Region will assign each SIR a number when received and will submit all SIRs via email to Cadet Command. **Note:** Do not send any SIR directly to US Army Cadet Command.

6. Serious Incident Reports (SIRs) will require an initial, interim (if required) and a final report (mandatory.)

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7. Eastern Region will report all Leader’s Training Course (LTC) incidents; Western Region will report LDAC incidents. Once the Cadet/cadre returns from summer training, the school is responsible for all follow-up reports.

8. Our points of contact at Eastern Region are LTC Norman at (502) 624-2253, Ms. Tara Birkla at (502) 624-5762, DSN 464, and Ms. Patti Klockow at (502) 624-1042, DSN 464.

“Train to Lead--We Commission.”

2 Encls
as

ROY C. WAGGONER III
COL, IN
Commanding

1. **REPORT NUMBER:** (see para 7 of USACC Policy Memo # 9)
2. **TODAY'S DATE:**
3. **REPORT TYPE:** (INITIAL or FOLLOW-UP):
4. **FINAL:** (Yes/No)
5. **REPORTING REGION/UNIT:**
6. **TYPE OF INCIDENT** (from last column of enclosure 1)
(Alleged Abuse / Accident / Administrative / Crime / Disciplinary Action / Injury / Heat Injury / Illness / Property / Alleged Sexual Assault / Alleged Sexual Harassment / Alleged Suicide Attempt / Suicide Behavior / Weapon)
 - a. **ALCOHOL INVOLVED:** (Yes/No)
 - b. **DRUGS INVOLVED:** (Yes/No)
 - c. **VEHICLE INVOLVED** (Yes/No) **GOVERNMENT VEHICLE** (Yes/No)
7. **NAME(S) OF INDIVIDUAL(S)/STUDENTS/CADETS) INVOLVED:**
8. **WAS INDIVIDUAL(S) DEPLOYED IN LAST YEAR?** Y/N
9. **SCHOOL OR ORGANIZATION ASSIGNED TO:** (if JROTC list name of school, city, and state)
10. **PERSONNEL CATEGORY:** (Ensure this is filled out: ie. Active Military, USAR, USNG, DA Civilian, Contractor, Cadet, JROTC SAI, JROTC AI, Early Commissioning Program (ECP) LT)
11. **CADET STATUS:** (SROTC: MSI, MSII, MSIII, MSIV; Scholarship / Nonscholarship; JROTC)
12. **DATE INCIDENT OCCURRED:**
13. **DATE REPORTED TO HQ CADET COMMAND:**
14. **LOCATION OF INCIDENT:**
15. **SUMMARY OF INCIDENT:** (Include original in follow-up reports – highlight new info)
16. **DISPOSITION OF INDIVIDUAL(S):**
17. **ACTION TAKEN:**
 - a. **WHAT FOLLOW-UP ACTIONS ARE REQUIRED?**
 - b. **WHAT CC HQ ASSISTANCE IS NEEDED?**
 - c. **ANTICIPATED TIME OF NEXT REPORT?**
18. **IN THE EVENT OF DEATH:**
 - a. **WAS NEXT OF KIN NOTIFIED?** Y/N
 - (1) **NAME:**
 - (2) **RELATIONSHIP:**
 - (3) **ADDRESS:**
 - (4) **PHONE NUMBER:**
 - b. **TRAFFIC FATALITY ONLY:** Y/N **SEAT BELTS WORN:** Y/N **ALCOHOL INVOLVED:** Y/N
19. **POINT OF CONTACT:** (NAME OF PERSON COMPLETING THIS REPORT, PHONE NUMBER AND E-MAIL ADDRESS)

FOR OFFICIAL USE ONLY

REPORTABLE INCIDENTS

CATEGORY A: (CALL FROM BRIGADE COMMANDER TO REGION COMMANDER. FOLLOW CALL WITH AN E-MAILED SERIOUS INCIDENT REPORT (SIR) TO REGION HEADQUARTERS 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.
- d. Theft, loss, suspected theft, or recovery of weapons, explosives and munitions, as well as discovery of a loss of accountability of any type and amount of firearms, missiles, rockets, mines, grenades, or explosives.
- 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 life 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. Environmental 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 an 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 for Driving Under the Influence (DUI), Driving While Intoxicated (DWI), etc. Later court proceedings 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.

1. REPORT NUMBER: **(Region Staff will input)**
2. DATE: 20 Jan 06 **(do not cap all)**
3. REPORT TYPE: **Initial (do not cap all)**
4. FINAL: Yes or NO **(do not bold or cap all)**
5. REPORTING REGION/UNIT: Eastern Region/?th Brigade **(do not bold or cap all)**
6. TYPE OF INCIDENT: Crime **(do not bold or cap all)**
7. NAME(S) OF INDIVIDUAL(S)/STUDENT(S)/CADET(S) INVOLVED: Jane E. Smith **(do not bold or cap all)**
8. SCHOOL OR ORGANIZATION ASSIGNED TO: Fort Knox University, Radcliff, KY 40175 **(do not bold or cap all)**
9. PERSONNEL CATEGORY: SROTC or JROTC **(do not bold or cap all)**
10. CADETS STATUS: MSIV or LETI, **(cap all)** 4 yr G2G Scholarship **(do not bold or cap all)**
11. DATE INCIDENT OCCURRED: 15 Jan 06 **(do not bold or cap all)**
12. DATE REPORTED TO HQ CADET COMMAND: **(Region Staff will input)**
13. LOCATION OF INCIDENT: Radcliff, KY **(city and state do not bold or cap all)**
14. SUMMARY OF INCIDENT: Give specific information. **(do not bold or cap all)**
15. DISPOSITION OF INDIVIDUAL(S): Give specific information. **(do not bold or cap all)**
16. ACTION TAKEN:
 - a. WHAT FOLLOW-UP ACTIONS ARE REQUIRED? Give specific information. **(do not bold or cap all)**
 - b. WHAT CC HQ ASSISTANCE IS NEEDED? Give specific information. **(do not bold or cap all)**
 - c. ANTICIPATED TIME OF NEXT REPORT? Give specific information. **(do not bold or cap all)**
17. NEXT OF KIN: **(If incident is a death number 17 is mandatory if not a death delete and number 18 becomes 17 do not bold or cap all)**
 - a. NAME: **(do not bold or cap all)**
 - b. RELATIONSHIP: **(do not bold or cap all)**
 - c. ADDRESS: **(do not bold or cap all)**
 - d. PHONE NUMBER: **(do not bold or cap all)**
18. POINT OF CONTACT: **Name, Rank, Title, Telephone Number, E-mail Address (do not bold or cap all)**