



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 4TH BRIGADE, US ARMY CADET COMMAND  
2175 REILLY ROAD, STOP A  
FORT BRAGG, NORTH CAROLINA. 28310-5000

ATCC-DDZ

11 July 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Memorandum 7 – **Brigade Serious Incident Reporting (SIR)**.

1. References:

- a. AR 190-45, Law Enforcement Reporting, 27 September 2016.
- b. TRADOC Regulation 1-8, TRADOC Operations Reporting, 2 December 2014.
- c. AR 608-18, Army Family Advocacy Program, 30 October 2007.
- d. AR 638-8, Army Casualty Program, 23 June 2015.
- e. Fort Knox Regulation 190-40, Incident Reporting, 15 April 2008.
- f. Cadet Command SIR SOP, 2 December 2013.
- g. 4<sup>th</sup> Brigade Safety Standard Operating Procedures

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 and parallel reporting channels.

3. Scope. Provisions of this memorandum apply to all personnel assigned or attached as SROTC/JROTC cadre and Cadets of the 4th Brigade Reserve Officers Training Corps (ROTC). Cadre includes personnel in Uniformed Military Service regardless of their status, Department of the Army Civilians, and Contractors serving in the Brigade.

4. Use of Names. Submit all SIRs 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 reports and are listed in enclosure 1 (USACC SIR Matrix).

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) or Cell Phone: (910) 257-3762 upon identification of a CCIR- related incident. If contact with the Brigade Commander cannot be established, contact the Brigade Deputy at (910) 396-5168, Cell (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, [farrell.j.duncombe.mil@mail.mil](mailto:farrell.j.duncombe.mil@mail.mil)

(b) Deputy of Brigade Operations, [james.s.shutt.civ@mail.mil](mailto:james.s.shutt.civ@mail.mil)

(c) SIR Managers, [steven.f.ziebarth.civ@mail.mil](mailto:steven.f.ziebarth.civ@mail.mil) and [richard.e.brown11.civ@mail.mil](mailto:richard.e.brown11.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, [farrell.j.duncombe.mil@mail.mil](mailto:farrell.j.duncombe.mil@mail.mil)

(b) Deputy of Brigade Operations, DBO, [james.s.shutt.civ@mail.mil](mailto:james.s.shutt.civ@mail.mil)

(c) Chief, JROTC, [john.w.sovine.civ@mail.mil](mailto:john.w.sovine.civ@mail.mil)

(d) Deputy, JROTC, [charles.r.perry12.civ@mail.mil](mailto:charles.r.perry12.civ@mail.mil)

(e) Plans/OPS, JROTC, [george.m.james4.civ@mail.mil](mailto:george.m.james4.civ@mail.mil)

(f) SIR Managers, [steven.f.ziebarth.civ@mail.mil](mailto:steven.f.ziebarth.civ@mail.mil) and [richard.e.brown11.civ@mail.mil](mailto:richard.e.brown11.civ@mail.mil)

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

(6) Battalions will submit an SIR to the 4th Brigade SIR POCs identified in paragraph 4 within 24 hours of incident notification using the standard SIR format (enclosure 3) as an attachment. Do not include PII 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 once the reporting official submits the SIR. 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. Programs will report all incidents of sexual assault and sexual harassment to 4th Brigade as a CAT 1P SIR.

(a) Utilizing the 1P SIR format (redacted) provided in enclosure 4, identify the type (either assault or harassment), DTG of both the incident and the notification to the Brigade Commander, name of the Program making the report, whether or not alcohol

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was involved, pay grade/MS level/LET level, sex, school of assignment, and duty status of both the victim and the alleged offender, and the name of the PMS reporting the SIR.

(b) Provide only the information requested in the SHARP CAT 1P SIR format to avoid including PII when sending the report. Ensure the point(s) of contact are knowledgeable of the incident, preferably the PMS, so the information is contained and the BDE SARC and VA are able to make contact for an adequate understanding.

(c) Include both the Sexual Assault Response Coordinator (SARC) and the Victim Advocate (VA) in the normal CAT 1 SIR distribution.

SARC [erich.a.frees.mil@mail.mil](mailto:erich.a.frees.mil@mail.mil)

VA [valerie.l.stockton.civ@mail.mil](mailto:valerie.l.stockton.civ@mail.mil)

(d) For questions or concerns related to SHARP SIRs:

SARC: SFC Erich Frees (502) 802-6191

VA: Mrs. Valerie Stockton (910) 224-2471

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 and 4<sup>th</sup> BDE S-6, 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](mailto:pii.reporting@us.army.mil).

(4) USACC responsible organization, with assistance from G6 and 4<sup>th</sup> BDE S-6, 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 completed.

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. Do not include PII in the SIR 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., 4<sup>th</sup> 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. Disaster Reporting. Natural or Man-made disasters which affect the operations, personnel and property of the 4<sup>th</sup> BDE ROTC will be reported using Enclosure 6, the USACC Disaster Report. In order to avoid information overload from multiple sources without a significant change, units begin reporting as soon as they are able once impacts from a disaster begin, and continue sending follow-up reports only when previously reported information has changed. Brigade will continue to disseminate specific disaster related information to its organizations through OPORD and FRAGO orders, and will report unit status to Cadet Command headquarters at 0900 and 1500 hours daily.

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 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 5 (USACC SIR Request for Information-RFI). 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 5).

d. The battalion POC will send an encrypted email to the 4th SIR POC with the completed form (enclosure 5) as an attachment.

e. The 4th Brigade SIR POC will log receipt of the completed form (enclosure 5) and forward to the requesting agency as an attachment in an encrypted email.

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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. CST/CIET incidents. LNOs will report summer training incidents. If the incident occurs during the CST or CIET, the incident should be labeled with CIET 15-01 or CLC 15-01 and reported directly to USACC. Once the Cadet/cadre returns from summer training, the battalion is responsible for all updated reports.

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

- a. Primary: Mr. Richard Brown at (910) 224-5304 [richard.e.brown11.civ@mail.mil](mailto:richard.e.brown11.civ@mail.mil)
- b. Alternate: Mr. Steven Ziebarth at (910) 224-5304 [steven.f.ziebarth.civ@mail.mil](mailto:steven.f.ziebarth.civ@mail.mil)
- c. Alternate: Mr. Kevin Watson at (910) 396-8974 or [kevin.a.watson.civ@mail.mil](mailto:kevin.a.watson.civ@mail.mil)

6 Encls

1. USACC SIR Incident Matrix
2. USACC SITREP Format
3. USACC SIR Report Format
4. SIR Report 1P
5. USACC SIR RFI Report
6. USACC Disaster Report

FARRELL J. DUNCOMBE, II  
COL, LG  
Commanding

**ENCL 1 TO BRIGADE POLICY 7 - INCIDENT MATRIX**  
**CADET COMMAND SIR INCIDENT MATRIX (FEB 2013)**

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



**ENCL 1 TO BRIGADE POLICY 7 - INCIDENT MATRIX**  
**CADET COMMAND SIR INCIDENT MATRIX (FEB 2013)**

<b>SIR CAT 1</b>	<b>REQUIRED Immediate Telephonic Notification of BDE CMD Group</b>	<b>Category 1 Serious Incidents: BDE CDR will call CG, DCG or CoS immediately (&lt;1 hour for PII)</b>	<b>BN Sends 5W SITREP to CMD Grp &lt; 1 Hour</b>	<b>BN Sends SIR 24 Hrs to POC list</b>	<b>Direct Report to CG in 1 Hour</b>	<b>Incident Type</b>
<b>1g</b>	<b>Y</b>	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	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>MEDIA</b>
<b>1h</b>	<b>Y</b>	Any change in Force Protection Conditions (FPCON) levels or additions to any measure	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>AT/FP</b>
<b>1i</b>	<b>Y</b>	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	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>MEDIA</b>
<b>1j</b>	<b>Y</b>	Loss or Compromise of Personally Identifiable Information (PII) whether hard copy or electronic	<b>Y</b>	<b>Y (2 Hrs)</b>	<b>N</b>	<b>PII LOSS</b>
<b>1k</b>	<b>Y</b>	Arrest (Soldier) in hands of civilian authorities	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>CRIME</b>
<b>1l</b>	<b>Y</b>	Any suicide attempt by USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>SUICIDE ATTEMPT</b>

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<b>SIR CAT 1</b>	<b>REQUIRED Immediate Telephonic Notification of BDE CMD Group</b>	<b>Category 1 Serious Incidents: BDE CDR will call CG, DCG or CoS immediately (&lt;1 hour for PII)</b>	<b>BN Sends 5W SITREP to CMD Grp &lt; 1 Hour</b>	<b>BN Sends SIR 24 Hrs to POC list</b>	<b>Direct Report to CG in 1 Hour</b>	<b>Incident Type</b>
<b>1m</b>	<b>Y</b>	Suicide Gestures by USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>SUICIDE GESTURE</b>
<b>1n</b>	<b>N</b>	Suicide Ideations by USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>SUICIDE IDEATION</b>
<b>1o</b>	<b>Y</b>	Common sense rule; any incident which, in your opinion, requires CG or Command Group knowledge	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>OTHER</b>
<b>1p</b>	<b>Y</b>	Sexual Assault, Rape, Harassment	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>CRIME</b>
<b>1q</b>	<b>Y</b>	Hazing Incidents	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>CRIME</b>

**ENCL 1 TO BRIGADE POLICY 7 - INCIDENT MATRIX**  
**CADET COMMAND SIR INCIDENT MATRIX (FEB 2013)**

<b>SIR CAT 2</b>	<b>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.</b>	<b>BDE sends SIR within 24 Hrs</b>	<b>Incident Type</b>
<b>2a</b>	Actual or alleged incidents of child abuse	<b>Y</b>	<b>CRIME</b>
<b>2b</b>	Actual or attempted break-in or arms room	<b>Y</b>	<b>CRIME</b>
<b>2c</b>	Asylum or indications of defection	<b>Y</b>	<b>OTHER</b>
<b>2d</b>	Aggravated arson	<b>Y</b>	<b>CRIME</b>
<b>2e</b>	Any evidence of tracking AA&E	<b>Y</b>	<b>AT/FP</b>
<b>2f</b>	AWOL	<b>Y</b>	<b>CRIME</b>
<b>2g</b>	Bomb/Bomb threats or explosive incidents.	<b>Y</b>	<b>AT/FP</b>
<b>2h</b>	Breaches of discipline (Group)	<b>Y</b>	<b>CRIME</b>
<b>2i</b>	Cyber threats	<b>Y</b>	<b>AT/FP</b>
<b>2j</b>	Demonstrations	<b>Y</b>	<b>AT/FP</b>
<b>2k</b>	Domestic violence incidents (Unrestricted Reporting Only)	<b>Y</b>	<b>CRIME</b>
<b>2l</b>	Family housing fire	<b>Y</b>	<b>OTHER</b>
<b>2m</b>	Federal Crimes	<b>Y</b>	<b>CRIME</b>
<b>2n</b>	Firearm incident	<b>Y</b>	<b>CRIME/OTHER</b>
<b>2o</b>	Kidnapping	<b>Y</b>	<b>CRIME</b>
<b>2p</b>	Loss of Classified Material/Documents	<b>Y</b>	<b>AT/FP</b>
<b>2q</b>	Loss, theft, wrongful disposition, willful destruction or mismanagement	<b>Y</b>	<b>CRIME</b>
<b>2r</b>	Loss, theft or unaccounted for weapons or sensitive items	<b>Y</b>	<b>CRIME/OTHER</b>
<b>2s</b>	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	<b>Y</b>	<b>OTHER</b>
<b>2t</b>	Maltreatment of Soldiers or DA Civilians	<b>Y</b>	<b>CRIME</b>

**ENCL 1 TO BRIGADE POLICY 7 - INCIDENT MATRIX**  
**CADET COMMAND SIR INCIDENT MATRIX (FEB 2013)**

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

## **USACC CCIR 5W SITREP FORMAT**

**Who:** Cadet/Cadre/DAC full name, age, ethnicity, MSL level(cadet), Rank(cadre)

**What:** Type of incident: (From CCIR Matrix in Enclosure 1 to USACC Reporting SOP (05-12).  
Summary: (Explain what occurred).

**When:** DTG that incident occurred:  
DTG that BDE was notified:

**Where:** Location of incident (Include Zip Code):  
School/BDE/HQ Directorate of assignment:

**Why:** What were the indicators that led to the incident? (Stress, personal issues, etc)

**USACC CCIR 5W SITREP FORMAT**

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**FOR OFFICIAL USE ONLY**

CLASSIFICATION: FOUO

SUBJECT: SIR number (BDE FYXX-XXX (initial/follow up/final))

1. Category:
2. Type of incident:
3. Date/time:
  - a. DTG Incident:
  - b. DTG BDE Notified:
4. Location of incident:
5. Other information:
  - a. Racial:
  - b. Trainee involvement:
  - c. Alcohol involvement:
  - d. Next of Kin:
  - e. Seatbelt use:
  - f. Deployment within past year:
6. Personnel involved:
  - a. Subject(s)
    - (1) Name:
      - (a) Pay grade/MS Level:
      - (b) SSN (last 4):
      - (c) Race:
      - (d) Sex:
      - (e) Age:
      - (f) Position:
      - (g) Security Clearance:
      - (h) Unit/School of assignment with address:
      - (i) Duty Status:
        - Cadre (AD/USAR/ARNG/DA Civ/Contractor):
        - Cadet (Contracted/non-contracted/Green to Gold/SMP):
    - (j) Marital Status:
    - (2) Name:
      - (a) Pay grade/ MS Level:
      - (b) SSN (last 4):
      - (c) Race:
      - (d) Sex:
      - (e) Age:
      - (f) Position:

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- (g) Security Clearance:
- (h) Unit/School of assignment with address:
- (i) Duty Status:
  - Cadre (AD/USAR/ARNG/DA Civ/Contractor):
  - Cadet (Contracted/non-contracted/Green to Gold/SMP):
- (j) Marital Status:

b. Victim(s):

- (1) Name:
  - (a) Pay grade/MS Level:
  - (b) SSN (last 4):
  - (c) Race:
  - (d) Sex:
  - (e) Age:
  - (f) Position:
  - (g) Security Clearance:
  - (h) Unit/School of assignment with address:
  - (i) Duty Status:
    - Cadre (AD/USAR/ARNG/DA Civ/Contractor):
    - Cadet (Contracted/non-contracted/Green to Gold/SMP):
  - (j) Marital Status:

- (2) Name:
  - (1) Name:
    - (a) Pay grade/MS Level:
    - (b) SSN (last 4):
    - (c) Race:
    - (d) Sex:
    - (e) Age:
    - (f) Position:
    - (g) Security Clearance:
    - (h) Unit/School of assignment with address:
    - (i) Duty Status:
      - Cadre (AD/USAR/ARNG/DA Civ/Contractor):
      - Cadet (Contracted/non-contracted/Green to Gold/SMP):
    - (j) Marital Status:

7. Summary of incident (initial):

7a. Follow Up (ALL CAPS)

7b. Final

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8. Remarks:

a. Initial Actions:

b. Disposition:

9. Publicity:

10. Commander reporting:

11. Point of contact: \_\_\_\_\_

12. Downgrading instructions: FOUO protective markings will not be removed as this contains personally identifiable information.

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CLASSIFICATION: FOUO

SUBJECT: SIR number (BDE FYXX-XXX (initial/follow up/final))

1. Category: **1P**
2. Type of incident: **(Sexual Assault or Sexual Harassment)**
3. Date/time:
  - a. DTG of the Incident:
  - b. DTG BDE Notified:
4. Location of incident: **(Reporting Program only)**
5. Alcohol involvement: **(Yes or No)**
6. Personnel involved:
  - a. Victim:
    - 1). Pay grade/MS/LET Level:
    - 2). Sex:
    - 3). Unit/School of assignment with address:
    - 4). Duty Status: **(Cadre or Cadet)**
  - b. Alleged Offender:
    - 1). Pay grade/MS/LET Level:
    - 2). Sex:
    - 3). Unit/School of assignment with address:
    - 4). Duty Status: **(Cadre or Cadet)**
7. Commander reporting: **(PMS reporting)**
8. Point of contact:
9. Downgrading instructions: FOUO protective markings will not be removed as this contains sensitive information.

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**USACC SIR Request for Information (RFI)**

**FOUO**

<b>1. SIR Reference Number</b>		<b>2. Suspense DTG</b>	
<b>3. Requesting Agency/Directorate</b>			
<b>4. Required Information</b>	<i>(Be as specific as possible)</i>		
<b>5. Justification For Information Request</b>	<i>(State clearly the reason(s) information is required)</i>		
<b>6. Name and Contact Information of Requestor</b>	<i>(Include phone numbers and email address)</i>		
<b>7. BDE/BN POC Reply</b>	<i>(BDE/BN POC will use this area to answer requested information. DO NOT SUPPLY ADDITIONAL INFORMATION. Answer only those questions asked as specifically as possible)</i>		
<b>8. Name and Contact Information of BDE/BN POC</b>	<i>(Include phone numbers and email address)</i>		

- Requesting Agencies/Directorates must forward RFI through the USACC POC’S
- BDE/BN POCs will answer RFI in Block 7 and forward reply to the USACC POC’S using encrypted email.
- The USACC POC will process the reply and forward to the requesting agency/directorate using encrypted email.

**FOUO**

## USACC CCIR DISASTER FORMAT

Disaster reports are sent as an unencrypted email.

Date/time of report:

1. Actions Taken
2. Accountability of personnel
  - a. Cadre
  - b. Cadet
  - c. Family members in the local area(as applicable)
3. Displaced Personnel
  - a. Cadre: SROTC-, JROTC-
  - b. Cadet: SROTC-, JROTC-
  - c. Family Members
4. Impact on
  - a. Training/Campus Activities- i.e. Closures/evacuations
  - b. Facility damage/equipment loss
  - c. Home damage
  - d. Mandatory evacuation order
5. Current Local Weather
6. Any service or assistance provided to other units/services
7. Any support required from HHQ

**USACC CCIR DISASTER FORMAT**

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