DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
606 BARNES AVENUE
FORT GORDON GEORGIA 30905-5729

REPLY TO
ATTENTION OF

ATZH-TB 6 October 2014

MEMORANDUM FOR ALL ASSIGNED AND ATTACHED MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Policy Letter #18: Incident Reporting

1. References:

a. AR 190-45, Law Enforcement Reporting, 30 March 2007.

b. TRADOC Regulation 1-8, US. Army TRADOC Operations Reporting, 16 November 2010.

2. This policy applies to all Brigade personnel. Brigade personnel are defined as permanent party military (includes Fort Meade and sister service detachments), Civilian employees, contractors, IET and Non-IET Soldiers, visitors, and guests while in our care.

3. Reportable events and incidents. The TRADOC Operations Report (OPREP) is used for any significant incident occurring in a 15th Regimental Signal Brigade facility and/or area of responsibility as outlined in TRADOC Regulation 1-8 and/or involving 15th Regimental Signal Brigade service members, family members, Civilian employees or contractors. When a Soldier is listed as a subject in an OPREP, include whether the Soldier has deployed within the past year. At a minimum, commanders must report the following actual or alleged incidents:

a. All Category 1 SIR incidents involving 15th Regimental Signal Brigade personnel/assets are reportable. Actual or alleged incidents involving the following:

(1) On- and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.

(2) War crimes, including mistreatment of enemy prisoners of war, detainees, displaced persons, retained persons, or civilian internees; violations of the Geneva Conventions; and atrocities.

(3) Requests by members of the Army for political asylum in foreign countries or indications of defection.

(4) 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. This includes instances of actual or suspected "insider threats."

(5) Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.

(6) Incidents involving materiel damage that seriously degrade unit operational or training readiness.

(7) Threats against Government weapons and ammunition.

(8) 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 protection.

(9) Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of any Army senior leader.

(10) 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.

b. The following category 2 SIR incidents and TRADOC specific incidents to include accidents, incidents, or medical situations resulting in:

(1) Any death of a service member that occurs on or off an installation.

(2) The death of a family member or DA civilian that occurs on the installation, except for deaths occurring due to natural causes in medical treatment facilities. The death of a family member or DA civilian that occurs off an installation is reportable only when the death is suspected to be criminal in nature. When the cause of death is unknown, report it as "undetermined manner of death." The report should also include when the next of kin were notified, and in the case of vehicle accidents, whether or not seatbelts were used, and if alcohol was involved. Brigade Critical Command Information Requirements (CCIR) includes any death of an immediate family member or civilian that occurs on or off post.)

(3) Serious injury or illness of a Soldier that creates a danger of loss of life, limb, or eyesight.

(4) Life threatening injury or illness of a Brigade family member.

(5) Significant environmental injury to a Soldiers and/or family members, that could impact or potentially impact Brigade missions (such as heat stroke, rhabdomyolysis, carbon monoxide poisoning, hypothermia, frostbite, heat exhaustion, and communicable illnesses, such as influenza, hepatitis, and West Nile virus). Consult with the local medical treatment facility to determine the significance of these events.

(6) Communicable illnesses that exceed the expected baseline for those illnesses and unusual illnesses, such as avian influenza. Consult with the local medical treatment facility.

(7) Suicide (all overt acts of self-destructive behavior that result in death) or attempted suicide (all **overt** acts of self-destructive behavior that does not result in death) by a Soldier, family member or DA Civilian occurring on the installation, and suicide or attempted suicide by a Soldier occurring off the installation. If suicide or attempted suicide involves a Soldier attending initial entry training (advanced individual training) then indicate initial entry training status in the OPREP summary of incident section. (See DA Pam 600-24 for suicide prevention information). Brigade CCIR also include: any suicide or attempted suicide of immediate family member or DA civilian occurring outside the installation; any suicidal gesture and/or ideation by a Soldier occurring on or off the installation.

c. Criminal activity.

(1) Serious crime (that is, aggravated assault, sexual assault, larceny exceeding $50,000, and murder or attempted murder) on or off the installation committed by or against a TRADOC Soldier, Family member, or DA civilian.

(2) Major fires or natural disasters involving death, serious injury, property damage in excess of $250,000 (see additional reporting requirements in AR 420-91), or damage that seriously degrades unit operational or training capabilities.

(3) Racially or ethnically motivated criminal acts.

(4) Any sexual assault or allegation. When sexual assault victims elect the unrestricted reporting option, report only the following sections: victim's name, location, offender's name, date of initial report, installation name, and summary of incident. Write "Unrestricted report/Sexual assault" in the summary of incident section. All the other OPREP sections are to remain blank.

d. Property theft/loss.

(1) Property damage or loss of property or equipment exceeding $100,000.

(2) Theft, suspected theft, loss, wrongful appropriation, or willful destruction of government property (appropriated or non-appropriated funds) valued at more than $100,000.

(3) Theft, suspected theft, loss or recovery of sensitive items, and the discovery of a loss of accountability (for example, night vision devices, classified material (excluding For Official Use Only (FOUO) and controlled cryptographic items).

(4) Loss or theft of any chemical agent, research chemical agent, biological agent, or radioactive material.

e. Wrongful possession, manufacturing, and distribution of narcotics, stimulants, depressants, hallucinogens, anabolic steroids, and chemicals used in the illicit production of controlled substances in the quantities listed below:

(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 grams or more.

(7) PCP, 100 grams or more.

(8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.

f. Arms, ammunition, and explosives (AA&E). Theft, suspected theft, loss, or recovery of weapons, explosives, and munitions in the types and quantities listed below:

(1) Any missile, rocket, mine, artillery, or mortar rounds.

(2) Any machine gun or automatic 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, blocks of explosives (C-4), so on).

(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 .50 caliber or smaller ammunition.

(8) Actual or attempted break-ins of arms or storage areas for AA&E.

(9) Armed robbery or attempted armed robbery AA&E.

(10) 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.

g. Command, control, communications, and computers (C4) outages/information systems intrusions/Personally Identifiable Information (PII).

(1) All significant, unplanned degradations of C4 assets (as defined in TRADOC Command Guidance #06-003) occurring at a Brigade activity. Significant degradation is defined as the loss of 50 percent or greater of a specific communications capability inhibiting the ability of the brigade to exercise command and control longer than two hours.

(2) Major power outages that impact operations and training.

(3) Information system intrusions (both suspected and confirmed), to include incidents of hacking of government web sites.

(4) Report all incidents of lost, stolen, suspected, confirmed, or compromised Personally Identifiable Information (PII) in electronic or physical form immediately to the Brigade Commander and to the US-CERT within 1 hour of discovery at https//forms.us-cert.gov/report/. US-CERT will email the individual submitting the report a receipt confirmation and report number.

(a) Current TRADOC guidance memorandum, subject: Reporting the Loss of PII provides detailed reporting procedures and is located on the Army Knowledge Online, TRADOC Deputy Chief of Staff, G-6 page titled "Command Guidance" at https://www.us.army.mil/suite/page/309

(b) Protect PII by evaluating all PII under your control for impact or unauthorized disclosure and where applicable protected by an Army-approved hard drive encryption solution.

(c) Any sensitive information or PII removed from the workplace must be approved by a supervisor, where applicable protected by an Army-approved hrad drive encryption solution, and properly labeled.

(d) Notify affected individuals as soon as possible, but not lataer than 10 days after the loss of PII is discovered. Coordination will be made with local Staff Judge Advocate prior to sending the letter. At a minimum, advise the individuals of the following:

(1) Specific data involved.

(2) Circumstances surrounding the loss, theft, or compromise.

(3) A statement as to whether the information was protected.

(4) Protective actions the individual can take.

(e) Report updates will be made by the individuals who reported the initial PII breach to ensure a complete report is filed.

(f) The appropriate unit information assurance officer will report an incident involving possible compromise of Army networks to the appropriate regional computer emergency reponse team.

h. Trainee abuse and platoon sergeant misconduct.

(1) Allegations of trainee abuse as defined in TRADOC Regulation 350-6, paragraph 2-5 (any improper or unlawful physical, verbal, or sexual act against a trainee; does not include acts involving a trainee against trainee). However, if the credibility of the allegation can be quickly assessed (within two hours) and the command considers it not credible, an OPREP is not required. The non-credible allegation will be recorded and kept on file at the unit.

(2) Allegations of **platoon** sergeant misconduct not related to trainee abuse.

i. Bomb threats on the installation: All workstations within the Brigade will have the "Bomb Threat Form" in close proximity to the telephone in order to record pertinent data.

j. Environmental accidents or incidents on the installation that result in: Any release of a hazardous substance (to include fuel) resulting in injury, death, evacuation of facilities, or potential severe degradation of the environment. Examples include spills of petroleum, oil, and lubrication products into storm drains or waterways; release of substances such as chlorine gas and other hazardous substances in reportable

quantities or greater, as defined in federal, state, and local regulations; or when effects cause illness to the exposed individual(s).

k. Incidents/accidents involving international students and personnel assigned to the Brigade. Reportable incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death.

l. Child abuse and domestic violence.

(1) Actual or alleged child abuse that takes place within an Army organizational setting or facility (that is, a child development center, youth activities center, medical treatment facility, gymnasium, etc.) or an Army sponsored or sanctioned activity (that is, quarters based family child care home, youth sports, or recreation activities, field trips, etc.).

(2) Incidents of actual or alleged child abuse occurring within the family unit which involve the use of a weapon (such as a firearm, knife, or other devices, which may cause serious bodily injury) or where the victim suffers a broken limb, is sexually abused, choked, strangled, or is admitted to the hospital due to injuries incurred during the incident.

(3) Any incident of domestic violence incidents (violence against a family member or person residing in the home or quarters of a military sponsor or as otherwise defined by state law that involves the use of a weapon, such as a firearm, knife or similar instruments that may cause serious bodily injury or that results in the victim being admitted to the hospital because of the injuries received, or when the victim is sexually abused, choked, or strangled). In cases of restricted reporting of domestic violence, only complete the following sections: reporting individual's name (operations center watch officer, unit representative, etc.), date of initial report, installation name, and summary of incident. Write "Restricted report/Domestic violence" in the summary of incident section. All the other OPREP sections are to remain blank.

m. Significant violations of Army Standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities.

n. Any incident, event, or accident that may generate adverse publicity.

o. Incidents involving prisoners or detainees of Army confinement or correctional facilities on the installation, to include escape from confinement or custody, disturbances which require the use of force, wounding, or serious injury to a prisoner, and all deaths.

p. Violations of Army policy as it pertains to monitoring and recording of conversations (see AR 190-30, AR 190-53, AR 525-1) or acquisition and storage of non-affiliated U.S. person information (see AR 380-13).

q. Any serious incident, event, or condition within family housing.

(1) Fires, serious injury, death, flood, or any other event resulting in serious injury or death to residents, family members, guests, or workers; or anything that causes a residence to become uninhabitable.

(2) Eviction action of a 15th RSB Soldier or family members.

r. Any Soldier admitted to the Hospital requires at company level through the Battalion to the Brigade to Commanding General, Fort Gordon, Georgia.

4. **Reporting Procedures**.

a. TRADOC's OPREP format (Enclosure 1, **delete all unused pages of the report prior to electronic submission**) will be used for all reports.

b. The United States Army Signal School Detachment, Fort Meade commander should send incident reports through the Fort Meade installation chain of command IAW local policy and provide a report to the Commander, 551st Signal Battalion. The Commander, 551st Signal Battalion will serve as the incident report's entry point in to the TRADOC reporting channel.

c. Fort Gordon based elements must initiate incident reports at company level through the Battalion to the Brigade.

d. Battalion Commanders, the Dean, or the Commander, HHC 15th RSB will immediately notify the Brigade Commander or his designated representative, normally the Deputy Brigade Commander, upon recognition that a reportable event has occurred. The reporting commander must follow-up with an OPREP within one hour (the Brigade Commander may dictate a more stringent timeline upon initial notification).

e. Digitally encrypted copies of SIRs and/or OPREPs must be provided to the following:

(1) Commander: marcus.a.reese.mil@mail.mil

(2) Deputy Brigade Commander: bruce.a.mumford2.mil@mai.mil

(3) Command Sergeant Major: bobby.j.williams33.mil@mail.mil

(4) Brigade S3: terri.n.webb.mil@mail.mil

(5) Brigade S2: antoine.g.cunninghamciv.@mail.mil

f. Once the incident is reported to the Brigade Commander and he has made the decision to forward the report, the Brigade S-3 will process and send the message to

the Installation Operations Center and Fort Gordon Command Group. Incident reports from Fort Meade will be processed by the installation of assignment. Notification of Command Group personnel is reserved by the Brigade Commander.

h. The Brigade S3 will file and maintain all reports for two years. All SIRs/OPREPs that are forwarded higher will be tracked until they are closed by a "FINAL Report.

i. The respective component liaison must be CC'd on the email transmission of all reports in which a National Guard or United States Army Reserve Soldier is a subject in the OPREP.

5. The proponent for this policy letter is the Brigade S-2, (706) 791-0835.

Marcus Reese
MARCUS A. REESE
COL, SC
Commanding

Enclosure 1: TRADOC OPREP Format

From: CDR F Company, 333 Signal Battalion FT Gordon GA//ATZH-TB-X//
TO: CDR X Battalion, 15th RSB Ft Gordon GA//ATZH-TB-X

Subject: SIR

1. Category: 2

2. Type of incident: Heat stroke/death

3. Date/time of incident: 010730 July 12/011000 July 12

4. Location: Barton Field, Fort Gordon, GA

5. Other information:
   a. Racial: no
   b. Trainee involvement: yes (for death of Soldier, reports pay grade of E4 and below and list any enlistment waiver(s) received in order to enter military)

6. Personnel involved:
   a. Subject
      (1) Name: Doe, John
         (a) Pay grade: PV2
         (b) SSN: 123-45-6789
         (c) Race: White
         (d) Sex: Male
         (e) Age: 18
         (f) Position: Trainee
         (g) Security Clearance: S-NAC
         (h) Unit and station: A Co, 2-29 IN (TRADOC)
         (i) Duty Status: Present
   b. Victim: N/A

7. Summary of incident: At approximately 010730 Jul 12, while conducting PT PV2 Doe complained of headache, nausea, and muscle cramps. Immediately SSG Smith took his core body temp at 105.3 and applied ice sheets and started an IV. Emergency Medical Services (EMS) personnel were called and PV2 Doe was transported to EAMC. His body temp was 105.1 upon arrival at EAMC. At approximately 010845 Jul 07, PV2 Doe went into massive renal failure and died.

8. Remarks:
   a. Next of Kin Notification: Yes, parents
   b. Soldier Deployed w/i last year: No
   c. Were seatbelts worn: N/A

d. Was alcohol involved: N/A
e. Was personal protective gear/equipment worn: N/A
f. Any previous medical history: UNK
g. Were combat lifesavers present: Yes
h. Was CPR performed at the scene: No
i. Anyone notice anything different concerning Soldier's performance: Yes. Unstable, in constant state of anxiety.
j. Times leading up to Soldiers Death:
   (1) Time CPR started: N/A
   (2) Time 911 called: 0735
   (3) Time EMS personnel arrived on scene: 0745
   (4) Time EMS departed scene en route to hospital: 0750
   (5) Time EMS arrived at hospital: 0800
   (6) Time Soldier pronounced dead: 0845
k. Soldier's Component: AD
l. Ages/gender of family members: N/A
m. Type of Training: Advanced Individual Training
n. Phase of Training: 3d week
o. Weather conditions at time of incident: Overcast, temp in low 70s
p. Other factors contributing to the incident:

9. Publicity: None expected at this time

10. Commander Reporting: CPT I.N. Truble, F Company, int.ruble.mil@mail.mil

11. Point of Contact: SFC Dill, SDNCO, DSN 780-0000, poc.mil@mail.mil

12. Downgrading instructions: The FOUO protective marking may be removed on DDMMYYYY.

FOR OFFICIAL USE ONLY
TRADOC OPERATIONS REPORT
(Continuation Sheet for Training Death Information)

Provide the following additional information only for training deaths:

1. Any previous medical history: YES [X] NO [ ] UNKNOWN [ ]
Give ongoing health issues with brain

2. Were Combat Lifesavers present: YES [ ] NO [ ] UNKNOWN [ ]
3. Was CPR performed at the scene: YES [ ] NO [ ] UNKNOWN [ ]
By N/A

4. Anyone notice anything different concerning service member's performance or health within the Last 24 hours: YES [ ] NO [ ] UNKNOWN [ ]
5. Times leading up to the service member's death:
   - Time CPR N/A
   - Time 911 was N/A
   - Time EMS personnel arrived on N/A
   - Time EMS departed scene en route to the N/A
   - Time EMS arrived at the hospital: N/A
   - Time service member pronounced N/A
   by N/A
6. Is the individual Active Duty [X] NG [ ] USAR [ ] CIVILIAN [ ]
Other Service
7. What are the ages and gender of family N/A
8. What type of training was the service member in (BCT, AIT, OSUT, N/A

9. What phase of training was the service member in: (Example: Service member is in the

10. What weather conditions existed at the time of the incident, if incident
Sunny Warm
11. Any factors that may have contributed to the

FOR OFFICIAL USE ONLY

Enclosure 2 SENIOR MISSION COMMANDER CCIR NOTIFICATION CRITERIA AS OF 19 OCT 13

Number	INCIDENT/EVENT	MPs or Unit to IOC	IOC to GC	GC/Bde Cdr / GC to SC	GC Calls IMCOM-AR RD / CG IMCOM	GC Calls / emails CG IMCOM	SC Emails/Call (As Noted) CG TRADOC	IOC to TRADOC	IOC to IMCOM-AR	IOC - AOC
1	Potential adverse public affairs issues which may discredit the Army, TRADOC, IMCOM or it's members.	I/SD	I	I/SD	I/SD	I/SD	NA	I	I	I/SD
2	Any Incident the Commander deems important / urgent enough to Report not covered elsewhere	I/SD	I/SD	I/SD	I/SD	I/SD	NA	I/SD	I/SD	I/SD

3	All deaths on the installation. Off post deaths of military, family members and DA Civilians require TRADOC OPREP if there is criminal or non-natural cause of death. HQDA / AR 190-45 report is required for deaths of service members dying on post, including in hospitals, unless death is from natural causes. IMCOM requires report of IMCOM personnel deaths and 6-Hour Fatality Support report for ALL deaths of military, family or DA civilian members. The IOC confirms suspected cause of death through EAMC and DES when coordinating potential SIRs. (NOT LATER THAN THE 6 HOUR MARK AFTER THE EVENT, GC/DGC PROVIDES TO IMCOM CG/DCG A PERSONALLY WRITTEN EMAIL REGARDING DETAILS OF THE INCIDENT (FURTHER DETAILS AND SUMMARY OF ACTIONS ON-GOING TO ADDRESS THE NEEDS OF THE DECEASED SURVIVORS). THIS EMAIL WILL INCLUDE ON THE "Cc" LINE: SigCoE CG, REGION DIRECTOR, IMCOM DCG, IMCOM COS/CSM AND IMCOM G3.	I	I	I	I / GC CallS RD for deaths of IMCOM personnel; CCs RD on 6 Hour Follow - Up email from GC to IMCOM CG	All deaths (Mil, DAC, FM) require 6 Hour Death Support email Report	NA	I	I	I

4	Actual or alleged child abuse that takes place within an Army organizational setting or facility (i.e. child development center, youth activities center, medical treatment facility, gymnasium) or an Army sponsored or sanctioned activity (i.e. family housing; quarters-based family child care home, youth sports, or recreation activities, field trips). (Per FRGAO 5 (IMCOM OPORD 10-023) NOT LATER THAN THE 6 HOUR MARK AFTER THE EVENT, PROVIDE TO IMCOM OpPERATIONS CENTER W/ Cc TO CG/DCG, A PERSONALLY WRITTEN EMAIL REGARDING DETAILS OF THE INCIDENT (FURTHER DETAILS, SUMMARY OF ON-GOING ACTIONS AND CORRECTIVE ACTIONS). THIS EMAIL WILL INCLUDE ON THE "Cc" LINE: SigCoE CG, REGION DIRECTOR, IMCOM DCG, IMCOM CSM AND IMCOM G3. IN ADDITION, SIR/EXSUM WILL BE DEVELOPED AND TRANSMITTED WITH PERTINENT FACTS AND UPDATES) RFIs from CG IMCOM will be sent via the IMCOM Ops Center to the Installation Ops Center.	I	I	I/SD	I / GC sends 6 Hour Follow - Up email from GC to IMCOM Ops Center, with Cc to CG and DCG IMCOM	I / GC sends 6 Hour Follow - Up email from GC to IMCOM Ops Center, with Cc to CG and DCG IMCOM	NA	I	I	I

5	Suicide gestures, ideations, attempts and completions (EACH IS ONLY DETERMINED BY MEDICAL DOCTOR) all overt acts of self-destructive behavior that do not result in death) occurring on a TRADOC SC installation and suicide attempts by a Soldier, Family member, or DA civilian occurring off TRADOC installations. If suicide or attempted suicide involves a Soldier attending initial entry training (basic combat training, one station unit training, warrior transition course, and advanced individual training), then indicate initial entry training status in the OPREP summary of incident section. Per LTC Arabello, TRADOC EOC, 31 Jan 13, TRADOC considers Ideations and Gestures in same category at Attempts for reporting purposes on installations with TRADOC SCs. Note - per TRADOC FRAGO, completed suicides require CG FGGA to CG TRADOC email with initial 5Ws immediately, with a follow-on email with more details including the "why" - within 48 hours.	I	I	I/SD (Attempts / Actuals)	I/Call if IMCOM Suicide	Completed suicides require 6 Hour Death Support Report	Completed Suicides: I - email CG to CG; Cc DCG. Detailed email rpt with 5Ws and "Why," in 48 hrs	I	I	I

6	SEXUAL ASSAULT / HARASSMENT - (HQDA Sexual Harrassment/Asault CCIR1) These incidents: 1) Type 1 – O-6 or above CDR2) Type 2 – Sexual Assault response Coordinator (SARC), Victim Advocate (VA), or other Sexual Harassment and Assault Response and Prevention (SHARP) Program staff member.3) Type 3 – "Curious" Cases (e.g. numerous reports of sexual assault from a single unit)4) Type 4 – High Media Attention Likely (E.g. local news reports on a sexual harassment or sexual assault allegation that feasibly may be picked up by a major reporting medium)IOC must report Type 1-4 as CAT 2 SIRs to AOC, Cc G1 Contingency Cell; TRADOC, IMCOM, and IMCOM-AR.. Commands report to their ACOM / DRU proponents as internally directed. ALL OTHER SEXUAL ASSAULT / HARASSMENT are reported per Number 7 or 8 as applicable below, including I/SHARP coordinating CG specific reporting requirements	I	I	I	N/A	N/A	I - For Sexual Assaults and Hazing - CG CALLS DCG TRADOC DIRECTLY DURING DUTY DAY, OR 0830 THE NEXT DAY (CG CAN CALL DCG THRU TRADOC EOC. FOLLOW-UP WITH EMAIL WITHIN 24 HOURS	I	I	I

7	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. **** (See #6 above for senior / special SH/SA incidents) Reporting unrestricted reports of alleged incidents of sexual assault (including rape), and hazing" are as follows: Telephonically contact the DCG, TRADOC immediately during the duty day in his office or NLT 0830 the following day for reports that come in after hours to provide basic facts and steps taken. This includes weekends and holidays during which commanders may be connected to the DCG via the TRADOC Watch officer at (757) 501-5100. If unable to reach the DCG by voice, contact the CG. Follow up within 24 hours with an e-mail to the CG and DCG with the same information and any emerging facts or actions taken.	I	I	FL/D	NA	NA	I - For Sexual Assaults and Hazing - CG CALLS DCG TRADOC DIRECTLY DURING DUTY DAY, OR 0830 THE NEXT DAY (CG CAN CALL DCG THRU TRADOC EOC. FOLLOW-UP WITH EMAIL WITHIN 24 HOURS	I	I	I

8	Serious crimes (aggravated assault; kidnapping; rape; larceny exceeding $50,000; murder or attempted murder committed by or against a service member, DA/DoD civilian, or family member of a service member) **** Reporting unrestricted reports of alleged incidents of sexual assault (including rape), and hazing" are as follows: Telephonically contact the DCG, TRADOC immediately during the duty day in his office or NLT 0830 the following day for reports that come in after hours to provide basic facts and steps taken. This includes weekends and holidays during which commanders may be connected to the DCG via the TRADOC Watch officer at (757) 501-5100. If unable to reach the DCG by voice, contact the CG. Follow up within 24 hours with an e-mail to the CG and DCG with the same information and any emerging facts or actions taken.	I	I	I	SD	SD	I - For Sexual Assaults and Hazing - CG CALLS DCG TRADOC DIRECTLY DURING DUTY DAY, OR 0830 THE NEXT DAY (CG CAN CALL DCG THRU TRADOC EOC. FOLLOW-UP WITH EMAIL WITHIN 24 HOURS	I	I	I
9	Any serious injury or illness (Threat to loss of life, limb or eyesight) requiring hospitalization of a service member, family member, or DA/DoD civilian assigned to (or evacuated from elsewhere to EAMC or the local TRICARE Network by EAMC direction if applicable) Fort Gordon	I	I	I/SD	NA	NA	NA	I	I	N/A

10	Serious domestic violence incidents (unrestricted reporting only). This report will include whether the Soldier was deployed within the past year leading up to the incident.	I	I	SD	NA	NA	NA	I	I	I
11	Death or serous injury, not resulting from child abuse, that takes place within an Army organizational setting or facility (i.e. child development center, youth activities center, medical treatment facility, gymnasium) or an Army sponsored or sanctioned activity (i.e. family housing; quarters-based family child care home, youth sports, or recreation activities, field trips)	I	I	I	NA	NA	NA	I	I	I
12	Serious Misconduct by an IMCOM senior leader	I	I	SD	I	NA	NA	NA	I	SD
13	Bomb or explosive incidents resulting in death or injury or damage to property	I	I	I	I	NA	NA	I	I	I
14	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. This includes instances of actual or suspected "insider threats."	I	I	I	I	NA	NA	I	I	I
15	WTB Issues resulting in: Congressionals or Congressional Visits; PAO actions positively or negatively; life, health, safety (Installation Management Congressional inquiries or visits, Public Affairs issues (positive or negative), Any facility that presents a life, health or safety issue)	I	I	I	I	NA	NA	I	I	SD

16	Any reportable incident or event involving Soldiers (regardless of Army command (ACOM)) assigned or attached to Warrior Transition Units on installations with a TRADOC SC.	I	I	FL/D	I	NA	NA	N/A	I	NA
17	Negative communications with a FL/Dag Officer	I	I	SD	I	NA	NA	NA	I	SD
18	Any Congressional Inquiries / Visits	I	I	SD	I	NA	NA	NA	I	SD
19	Environmental incident that shuts down operations or training due to reportable nature of the incident	I	I/CALL	SD	I	NA	NA	I	I	SD
20	Actions that disrupt installation operations due to utility destruction or loss of service	I	I	SD	I	NA	NA	SD	I	SD
21	Threats against the President, Vice Pres or other person protected by Secret Service	I	I	I	I	NA	NA	I	I	I
22	Threats against government weapons and ammunition	I	I	I	I	NA	NA	I	I	I
23	Investigations Involving Soldiers in the Rank of LTC and above, or SGM	I	I	SD	I	NA	NA	N/A	I	N/A
24	Investigations Involving IMCOM Department of the Army Civilians (DAC) in Grade of GS 14 and above	I	I	SD	I	NA	NA	N/A	I	N/A
25	Allegations of trainee abuse	I	I	I/SD	NA	NA	NA	I	N/A	N/A
26	Incidents/accidents involving international students/personnel assigned to TRADOC schools, commands, or activities	I	I	SD	NA	NA	NA	I	I	I
27	Incidents involving firearms that cause injury or death.	I	I	I	NA	NA	NA	I	I	I
28	Any incident impacting Garrison mission requiring an SIR	I	I	FL/D	NA	NA	NA	N/A	I	NA
29	Visit from BG or higher regarding installation operations (CG IMCOM VIP Notice required for SA, CSA, VCSA, SMA or four star equivalent) regarding	D	D	D	NA	NA	NA	N/A	D	N/A

	Installation operations.									
30	Change in Threat or Force Protection Condition	I	I	I	NA	NA	NA	I	I	I
31	Property damage or loss of property or equipment exceeding $50,000.00; Major fires or arson and natural disasters resulting in death, serious injury, or property damage exceeding $50,000.	I	I	FL/D	NA	NA	NA	I	I	SD
32	Any change in Hurricane Condition	I	I	FL/D	NA	NA	NA	N/A	I	N/A
33	Report any activity or incident that may reFL/Dect positively or negatively on the Army with respect to the Don't Ask, Don't Tell policy and the Don't Ask, Don't Tell Repeal Act of 2010. Any reporting that contains personal information will be protected in accordance with established privacy guidelines for personal / sensitive information.	I	I	SD	NA	NA	NA	I	I	I
34	Theft of funds or destruction of Govt Property in excess of $100K	I	I	FL/D	NA	NA	NA	I	I	I
35	Theft of non-appropriated funds or property in excess of $100K	I	I	FL/D	NA	NA	NA	I	I	I
36	Changes affecting senior commander readiness or IMCOM mission accomplishment	I	I	SD	NA	NA	NA	SD	I	SD
37	Non-routine support to Sister Services	I	I	FL/D	NA	NA	NA	N/A	I	NA

38	Significant environmental injury to TRADOC Soldiers, Family Members or DA Civilians that could impact or potentially impact TRADOC missions (such as heat stroke, rhabdomyolysis, carbon monoxide poisoning, hypothermia, frostbite, heat exhaustion, and communicable illnesses, such as inFL/Duenza, hepatitis, and West Nile virus). Consult with the local medical treatment facility to determine the significance of these events; see AR 40-5, paragraph 2-18d, for DOD reportable medical events.	I	I	SD	NA	NA	NA	I	SD	SD
39	Communicable illnesses that exceed the expected baseline for those illnesses and unusual illnesses, such as H1N1 or Avian inFL/Duenza. Consult with the local medical treatment facility.	I	I	SD	NA	NA	NA	I	I	SD
40	Report every PII breach. This applies to all Soldiers and civilian personnel assigned, attached, detailed, or on temporary duty with TRADOC organizations that control or collect PII. See paragraph 3-1e, TR 350-1.	I	I	FL/D	NA	NA	NA	SD	SD	SD
41	ADA violations	I	I	FL/D	NA	NA	NA	N/A	I	NA
42	Loss of Senior IMCOM Leader clearance	I	I	SD	NA	NA	NA	N/A	I	NA
43	Racially/Ethnically motivated criminal acts	I	I	I	NA	NA	NA	I	I	I
44	Theft, suspected theft, loss, or recovery of weapons, explosives and munitions	I	I	I	NA	NA	NA	I	I	I
45	Theft / loss of Missiles/rockets/automatic weapons/grenades or arty rounds/explosives/one or more manually operated firearm; five or more rounds of 50 cal ammo	I	I	I	NA	NA	NA	I	I	I

46	Actual or attempted arms rooms breaking	I	I	SD	NA	NA	NA	I	I	I
47	Armed or attempted armed robbery	I	I	I	NA	NA	NA	I	I	I
48	Trafficking munitions, arms, explosives	I	I	SD	NA	NA	NA	I	I	I
49	Aircraft accident or incident (Class A, B, and C only).	I	I	I	NA	NA	NA	I	I	I
50	Loss, theft wrongful disposition of evidence; SI or CCI	I	I	SD	NA	NA	NA	I	I	I
51	Wrongful possession, distribution of controlled substances; 6g LSD, 100g PCP, Cocaine or Heroin, Amphetamines or Barbiturates; 1000g Marijuana or Hashish	I	I	SD	NA	NA	NA	I	I	I
52	Major fires or disasters greater than $250K	I	I	I	NA	NA	NA	I	I	I
53	On and off post riots targeted against the DoD or involving DoD Personnel	I	I	SD	NA	NA	NA	I	I	I
54	Theft, suspected theft, loss, or recovery of sensitive items	I	I	FL/D	NA	NA	NA	I	I	I
55	Federally reportable crimes	I	I	FL/D	NA	NA	NA	I	I	I
56	Command, control, communications, and computers (C4) outages/information systems intrusions/PII. All installation operation centers and TRADOC activities will report all planned and unplanned degradations of C4 capabilities (as defined in paragraph F-1). A significant C4 degradation is:(a) The loss of communications capability lasting longer than 1 hour.	I	I	SD	NA	NA	NA	I	N/A	N/A
57	Major installation power outages that impact operations and training	I	I	SD	NA	NA	NA	I	I	N/A
58	Information system intrusions (both suspected and confirmed)	I	I	SD	NA	NA	NA	I	I	N/A
59	Bomb threats	I	I	SD	NA	NA	NA	I	I	SD
60	Significant violations of standards of conduct	I	I	SD	NA	NA	NA	I	I	SD

61	Radiological or Chemical event. A radiological or Chemical event encompassing radiological/chemical material accidents, incidents, and other circumstances where there is a confirmed or potential release to the environment, exposure of personnel above established limits, threat to the security of radiological/chemical material (including loss or theft), or any event of concern to the local commander or director of the radiological training facility that potentially impacts the mission.	I	I	I	NA	NA	NA	I	I	I
62	Group breaches of discipline involving 10 or more persons who collectively act to defy authority.	I	I	FL/D	NA	NA	NA	I	I	SD
63	Violations of Army policy as it pertains to monitoring and recording of conversations (see AR 190-30 and AR 190-53), or acquisition and storage of non-affiliated U.S. person information (see AR 380-13).	I	I	FL/D	NA	NA	NA	D	I	SD
64	Confirmed or suspected Bioterrorism incidents or reports, involving the intentional release or dissemination of biological agents that are bacteria, viruses, or toxins. (Natural, Man-Made or Technological)	I	I	I	SD	NA	SD	I	I	I
65	Any AR 190-45 or TR 1-8 incident not previously covered in this matrix.	SD	SD	SD	NA	NA	NA	SD	SD	SD
	GARRISON COMMANDER'S ADDITIONAL REQUIREMENTS									
[redacted]	Incidents Brigade or Separate unit Commanders believe are important for the Command Group to know	I	I	SD	NA	NA	NA	N/A	N/A	N/A
[redacted]	Any DoD directed deployments or requests by civil authorities for military support due to a natural or man-made event.	I	I	I	NA	NA	NA	I	I	N/A

	Any issues related to Boardman Lake residents that result in the following outcomes: resident or family member complaints/dissatisfaction, assignment & termination of housing actions, resident requests that exceed budgeted services, or other significant items that fall outside routine housing operations.	I	I	I	NA	NA	NA	N/A	N/A	N/A
	Serious incidents in any housing area including: fires, serious injury, death, FL/Dood, or any other event resulting in serious injury/death to residents, family members, guests, or workers; or anything that causes a house to be uninhabitable.	I	I	I	NA	NA	NA	SD	I	SD
	Resident mold complaints.	I	I	FL/D	NA	NA	NA	SD	SD	SD
	Actions that may result in unfavorable public affairs reporting on any aspect of family housing.	I	I	FL/D	NA	NA	NA	SD	SD	SD
	Eviction actions.	I	I	SD	NA	NA	NA	SD	SD	SD
	Any change that affects access by civilians or military to Fort Gordon	I	I	I	NA	NA	NA	SD	SD	SD
	Unrestricted Sexual Assaults involving a Soldier or civilians on or off post	I	I	FL/D	NA	NA	NA	I	SD	SD
	Any MP/DA Police arrests involving use of force or release of Working Dogs	I	I	SD	NA	NA	NA	SD	SD	SD
	Any safety violation that is an immediate risk to life or use of a facility	I	I	FL/D	NA	NA	NA	SD	SD	SD
	Activation of the guard force or deployment of MPs for contingency operation	I	I	SD	NA	NA	NA	SD	SD	SD
	Any installation structure fire	I	I	SD	NA	NA	NA	SD	SD	SD
	TIMELINE:									
	BRIGADE LEVEL/SEPARATE UNIT COMMANDERS: WILL NOTIFY THE									

	IOC AND PERSONALLY CALL THE CG FOR ALL SERIOUS INCIDENTS									
	I - Immediate (GO Command or Brigade Commander / Designated POC, makes telephonic notification to the Senior Commander within 1.5 hours of discovery; designated unit representative makes telephonic and email notification to the IOC within 1.5 hours of discovery) D - Duty Day FL/D - First Light - weekends / holidays SD - Situation Dependent									
	NOTE 1 - reporting requirements to the Command Group and the IOC are applicable to ALL units regardless of MACOM. Units will also report IAW their MACOM reporting requirements.									
	Note 2 - If situation occurs out of the ordinary and not included on this matrix, the IOC ICW the Garrison Command Group and DES, will determine whether an incident is reportable to IMCOM, TRADOC or Army Ops Center IAW AR 190-45; TRADOC Reg 1-8; and IMCOM Reg 190-1. Units will report incidents to the IOC as noted in the matrix above regardless of higher HQ reportability determination. Units should use their MACOM SIR format or AR 190-45 SIR format for email reporting to the IOC. Reports containing PII will be sent encrypted.									

	Note 3 - The IOC must transmit an EXSUM for any SIR and OPREP within two hours of the initial report, and must submit an initial OPREP or SIR within 24 hours. Please do not hold reporting to the IOC for "complete/refined details". The documented command guidance on reporting each specify that the higher commands understand data provided in initial reporting may be refined / changed as incident matures.									
	[redacted]									
	Immediate call from GC to IMCOM-AR RD required / Immediate Email from SC to CG TRADOC for Suicides									
	NOTIFICATION LEGEND:									
	IOC - Installation Operations Center (706 791-9747 / 9748) ;usarmy.gordon.imcom.mbx.ft-gord-installation-ops-ctr@mail.mil; usarmy.gordon.imcom.mbx.ft-gord-inst-ops-ctr-oic@mail.mil; usarmy.gordon.imcom.mbx.ft-gord-installation-ops-cente1@mail.mil									
	DPTMS-Directorate of Plans, Training, Mobilization and Security									
	DGC-Deputy Garrison Commander									
	GC - Garrison Commander									
	SGS - Secretary General Staff for the Senior Mission Commander									
	SMC - Senior Mission Commander									
	ASC - Army Sustainment Command - SITUATION DEPENDANT									
	DEPARTMENT OF THE ARMY WATCH									

In addition to the CG, TRADOC Commander's Critical Information Requirements in OPORD 12-019, TRADOC organizations will report the following Supplemental Budgetary Uncertainly CCIR:

- Loss or interruption of support provided by supporting commands (IMCOM, AMC. NETCOM or MEDCOM). Provide report a minimum of **five days** prior to the projected loss of support.

- Cancellation or non-conduct of scheduled class due to required resources not being available or students being unable to attend the course. Provide report a minimum of **seven days** prior to the projected cancellation or non-conduct of the scheduled class.
- Any situation caused by a lack of resources or support creating an immediate life, health or safety issue. Provide report **immediately**.

- Inability to perform a mission associated with a TRADOC core function not covered by Supplemental CCIR #2. Render the report a minimum of **14 days** before the mission can no longer be performed.

- Any unscheduled maintenance requirement involving the ordering of a part in excess of $50,000 for a ground system or **$500,000** for an aviation system. Render the report **immediately** and **receive TRADOC G-1/4 approval before requisitioning the part**.