



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
25TH STREET, BUILDING 24402
FORT GORDON, GEORGIA 30905

ATZH-NC

04 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #18 - Signal Regimental Noncommissioned Officer Academy Commandant's Critical Information Requirements (CCIR)

1. REFERENCES. Army Regulation 190-40, Serious Incident Report

2. PURPOSE. To establish policy in order that leaders are kept informed of incidents in their units. As a general rule, report all serious incidents involving Soldiers, DA civilians, and the safety and security of any facility under the control of the Signal RNCOA.

3. POLICY.

a. The following incidents require immediate telephonic notification (wake-up criteria), followed by an e-mailed Serious Incident Report (SIR) concerning the incident. Cadre within the Signal RNCOA will notify the Commandant and Deputy Commandant. If the reported incident continues to affect normal operations, follow-on reports will be provided until normal operations resume. Follow-up reports will be provided no more than every 24 hours or as otherwise directed by the Commandant.

(1) Any Soldier, DA civilian or family member who suffers a serious injury or death while assigned to the RNCOA regardless of status as cadre or student.

(2) Lost, stolen or missing sensitive items, ammunition, classified information or high value items.

(3) Fire at any RNCOA facility or at any RNCOA Soldier or DA civilian's primary residence resulting in the loss of their domicile.

(4) Natural disaster that impacts routine RNCOA operations and/or effects Soldiers, DA civilians and their families.

(5) Potential adverse public affairs issues which may discredit the Army, TRADOC, Fort Gordon or the RNCOA.

(6) Actual or alleged child abuse involving an RNCOA Soldier, DA civilian or family member.

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(7) Suicide or verified attempted suicide by any RNCOA Soldier, DA civilian or family member.

(8) Serious crimes committed by or against any RNCOA Soldier or DA Civilian; aggravated assault, kidnapping, rape, larceny exceeding \$50,000, murder or attempted murder.

(9) Bomb or explosive incidents resulting in death, injury or damage to RNCOA personnel or property.

(10) Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident groups or criminal elements that occurs involving RNCOA property or incidents off the installation involving RNCOA personnel or property.

(11) Any unrestricted SHARP incident involving any RNCOA Soldier, DA civilian or family member regardless of status as cadre or student.

(12) Breach of Personally Identifiable Information.

(13) Bomb threats.

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

(15) Theft of RNCOA property.

4. RESPONSIBILITIES. Leaders are responsible for making proper notifications of incidents as stated above and will remain sensitive to reporting this type of information. SIRs will be submitted via e-mail to the Commandant and Deputy Commandant within two hours of the incident.

3. Point of Contact for this memorandum is the Deputy Commandant, 1SG Thomas M. Gonzales at 706-791-7882 or thomas.m.gonzales.mil@mail.mil.

DANIEL ROBERT ANDERSON JR. 1045410192

Encl
SIR Format

ROBERT A. DANIEL, JR
CSM, USA
Commandant

DISTRIBUTION:

HQ PLATOON SERGEANT, Signal RNCOA

ALC BRANCH CHIEF, Signal RNCOA

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RNCOA DETACHMENT BRANCH CHIEF, Signal RNCOA

DEPUTY COMMANDANT, Signal RNCOA

COMMANDANT, Signal RNCOA