



REPLY TO
ATTENTION OF:

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

ATZH-NC

04 November 2011

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #27 – SERIOUS INCIDENT REPORT (SIR)

1. This Policy Memorandum applies to all military and civilian personnel assigned or attached to the RNCOA. This policy outlines the guidance for reporting Serious Incident Reports (SIR) within the Academy.
2. Examples of items to be reported in a SIR are any event that is not routine such as suicide, attempted suicide, accident fatal or non fatal, theft, property damage, DUI, domestic abuse, sexual assault, rape, fraternization, positive urinalysis, FTR, serious injury that causes hospitalization to a Soldier, GS-Employee, Contractor, and family member.
3. Each Branch Chief will contact the RNCOA Commandant within 15 minutes via telephone or in person once a serious incident happens.
4. The written INITIAL SIR (see enclosure one) will be forwarded to the Commandant, and Deputy Commandant, and Chief of Training Management no later than 1 hour after the incident occurs (Weekend/Holidays included).
5. A FOLLOW-UP/FINAL SIR will be forwarded to the Commandant, and Deputy Commandant, and Chief of Training Management as the situation changes or is closed out. The report format will be the same as the Initial SIR.
6. The point of contact for this memorandum is the Deputy Commandant, 1SG Robert Barnes III, robert.barnes3@us.army.mil 706-791-7882.

// Original Signed//

TYRONNE L. SMOOT
CSM, USA
Commandant

