



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
CAMP PARKS, CA 94568-5201

IMPR-PL

21 December 2011

MEMORANDUM FOR ALL US Army Garrison Parks RFTA Civilian and Military Personnel

SUBJECT: Parks RFTA Policy Letter # 26 -- Serious Incident Reports (SIR) and Commander's Critical Information Requirements (CCIR)

1. REFERENCES:

- a. Memorandum, Installation Management Command-West (IMCOM-W), Subject – Serious Incident Report (SIR) Reporting, dated 3 Dec 08.
- b. IMCOM Regulation 190-1, Serious Incident Reporting, dated 30 Apr 07.
- c. Army Regulation (AR) 190-40, Serious Incident Reporting, 09 Feb 06.
- d. Army Regulation (AR) 190-45, Law Enforcement Reporting, 30 Mar 07.

2. PURPOSE. This memorandum establishes SIR procedures and CCIR for the Garrison Commander.

3. APPLICABILITY. This policy applies to all civilians and military personnel assigned to and/or under the operational control of Parks RFTA.

4. POLICY. Two separate reporting criteria exist. The first is serious incident reporting criteria in accordance with (IAW) established regulatory and policy guidance (reference a-d). All tenant units/directorates will report incidents generated within their respective command/staff sections as either an SIR or Reportable Incident (RI). The second is reporting criteria for established CCIR for the Parks RFTA U.S. Army Garrison Commander.

a. Tenant units, responsible Directorates or staff agencies will submit all SIRs IAW references (a-d) thru the Camp Parks Installation Operations Center (IOC) Watch Officer.

(1) Category 1 serious incidents will be reported immediately upon discovery. A written report must reach the Parks RFTA IOC Watch Officer within 8 hours of the incident.

(2) Category 2 serious incidents will be reported by electronic email to the Parks RFTA IOC Watch Officer within 20 hours of the incident. Telephonic notification will follow the submission of the report up through the reporting chain.

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b. Commander's Critical Information Requirements (CCIR).

(1) The U.S. Army Garrison, Parks RFTA Commander will be *immediately* ("Awaken") notified in the event of the following:

(a) Any Category 1 or 2 serious incident occurring on Parks RFTA.

(b) Death or serious injury to any IMCOM Soldier, DA Civilian, or full-time contracted employee.

(c) Serious Training Incident/Accident (loss of life, limb, eyesight or hearing) that has occurred on Camp Parks.

(d) Any Family Housing fire on Parks RFTA.

(e) Emergency evacuation of Soldiers and/or Family Members from Parks RFTA Family Housing or barracks.

(f) Any loss of a sensitive item on Parks RFTA.

(g) Any incident, alleged or confirmed, involving a sexual assault on Parks RFTA.

(2) The U.S. Army Garrison, Parks RFTA Commander will be *routinely* ("Next Morning") notified in the event of the following:

(a) Any suicide ideation or attempt on Parks RFTA.

(b) Any instance of reported domestic abuse or child abuse on Parks RFTA.

(c) Any incident, alleged or confirmed, involving an aggravated assault on Parks RFTA.

(d) Any incident, suspected or confirmed, involving a hate crime (i.e., a racially, ethnically or religiously motivated criminal act).

(e) Any other incident the Garrison Commander may possibly be of concern to IMCOM based on the nature, gravity, and potential for adverse publicity.

5. PROCEDURES. Tenant unit commanders and Installations Directors will ensure that responsible personnel are familiar with the SIR procedures/formats IAW references a-d.

a. All SIRs will be submitted to the IOC Watch Officer via telephone and email using at a minimum the 5-Ws format. The IOC Watch Officer will carry the assigned IOC Cell Phone

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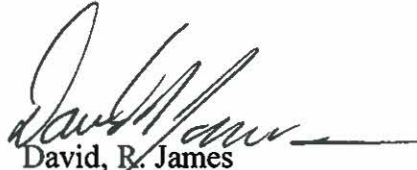
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number 925-785-5690 for a period of one week per the DA-6. The IOC Watch Officer will sign for the cell phone from DPTMS. DPTMS will run the DA-6 for IOC Watch Officer duty.

b. All CCIR telephonic and email reports to the IOC Watch Officer will be immediately followed up with a written report via email to [USARMY Camp Parks IMCOM Central List CPAR EOC](mailto:usarmy.parks.imcom-central.mbx.cpar-sdnco@mail.mil) at usarmy.parks.imcom-central.mbx.cpar-sdnco@mail.mil to ensure that appropriate personnel receive notification by the IOC Watch Officer. Upon approval of the SIR by Parks Command Group, the Watch Officer will forward the approved SIR to FHL IOC, IMCOM West IOC and USARC. Refer to attached Parks RFTA SIR Routing Diagram.

c. An initial report provided timely is better than a 100% accurate report provided late. I expect tenants, Directors and Office Chiefs to call me anytime at their discretion. However, I also expect them to ensure timely reports are provided to the IOC Watch Officer to ensure all appropriate agencies receive the SIR IAW regulatory and policy guidelines. Report any incident you believe requires the attention of the Garrison Commander.

6. PROPONENT. The Directorate of Plans, Training, Mobilizations, and Security is the proponent for this policy. POC is Richard Fielder ant Richard.l.fielder.civ@mail.mil or at 925-875-4304.



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Commanding