



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002

GARRISON POLICY
DPTMS - 01

NOV 09 2010

IMWE-HOD-PL

MEMORANDUM FOR SEE Distribution

SUBJECT: Serious Incident Report (SIR) Reporting

1. REFERENCES.

- a. Army Regulation (AR) 190-45, Serious Incident Reporting, dated 30 March 2007.
- b. IMCOM Regulation (IR) 190-1, Serious Incident Reporting, dated 1 April 2009 (enclosure 1).
- c. Memorandum, Installation Management Command-West (IMCOM-W), Subject - Serious Incident Report (SIR) Reporting, dated 9 November 2009.
- d. Memorandum, III Corps Standing Operating Procedures (SOP) for Serious Incident Reports/Incident Reports (SIRs/IRs), dated 14 October 2009 (enclosure 2).

2. PURPOSE. To provide guidance to all USAG Fort Hood personnel on the Garrison Commander's Serious Incident Reporting and "Wake Up" criteria (enclosure 3).

3. APPLICABILITY. This policy applies to all civilians and military personnel assigned to, and/or, under the operational control of USAG Fort Hood.

4. REPORTING CRITERIA. Two separate reporting criteria exist. The first is "Wake-Up" criteria for the Fort Hood USAG Commander. The second is reporting criteria in accordance with (IAW) established regulatory and policy guidance (references a-d).

a. The following incidents will be reported immediately to the Garrison Commander telephonically or in person as appropriate 24/7. These events constitute "Wake-Up" criteria and will be treated with that level of urgency during non-duty hours.

- (1) Credible threat/actual act of terrorism to the installation.
- (2) Death/serious injury to any Garrison employee or immediate Family member.
- (3) Serious training incident/accident, which could result in loss of life, limb, eyesight, or hearing.

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(4) Bomb or explosion incident on the installation.

(5) Any fire on the installation involving death, serious injury, or property damage (if unusable for intended mission/purpose).

(6) Any incident resulting in significant disruption to installation operations (e.g., electrical outages, loss of water/sewage/heating/cooling) or to mission completion (i.e., ARFORGEN training, mob/demob timeliness, deployment/redeployment operations).

(7) Missing children from on-post housing as determined by DES.

(8) Any other incident that the Director/Office Chief determines to be of concern to the Garrison Commander based on the nature, gravity, potential for adverse publicity.

b. The following incidents will be reported immediately to the Garrison Commander telephonically or in person as appropriate during normal duty hours. If during non-duty hours, then provide an email and follow-up during duty hours.

(1) Any major breach of installation security.

(2) Anytime DES dispatches the Mobile Command Post.

(3) Serious incident or misconduct involving a senior Garrison employee (SGM/CSM, Field Grade Officer, GS-13 or equivalent and above).

(4) Any suicide ideation/attempt (Soldiers anytime; Civilians on-duty only).

(5) Any workplace sexual assault or harassment incident.

(6) Evacuation of Family members from post housing.

(7) Any hate crime committed on the installation.

(8) Hospitalization (inpatient) of a Garrison employee.

(9) Selection of Garrison employee or entity for IMWE/IMCOM/DA/DoD award.

(10) Any other incident that may be of concern to IMCOM or Fort Hood leadership based on the nature, gravity, or potential for adverse publicity.

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5. **IMPLEMENTATION.** There are two elements essential to successfully implementing the guidance directed in this policy memorandum.

a. Ensure all USAG personnel understand the regulatory and IMCOM policy guidance for SIR and the criteria to determine if an incident requires a SIR. When in doubt – report.

b. Timely reporting through the Installation Operations Center (IOC) to Garrison Command Group. An initial report provided immediately is better than a 100% accurate report provided late. I expect ISD/ISO 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, 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. **REPORTING PROCEDURES.**

a. Submit/Report all SIRs Categories as prescribed in reference c.

b. Submit all written SIR to the IOC via NIPRNET:
hood.garrison.ioc@conus.army.mil, on the global address book displayed as
“HOOD GARRISON IOC”.

7. The IOC has staff responsibility for administration of SIR reporting. The IOC will ensure the appropriate Garrison leadership and staffs are informed as required and meet the notification timeline to IMCOM-W.

8. **PROPONENT.** The Directorate of Plans, Training, Mobilization, and Security (DPTMS).

9. **EXPIRATION.** This policy memorandum supersedes previous SIR policy issued by the Garrison Commander and will remain in effect until superseded or rescinded.

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MARK A. FREITAG
COL, AR
Commanding

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