



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 428th FIELD ARTILLERY BRIGADE
HEADQUARTERS, UNITED STATES ARMY FIELD ARTILLERY SCHOOL
FORT SILL, OKLAHOMA 73503-5000



ATSF-B

12 September 2008

MEMORANDUM FOR All 428^h Field Artillery Brigade Personnel

SUBJECT: Brigade Policy 001, Incident/Operations Report (OPREP)

1. Subordinate unit (HHB, 2-2 FA, 1-22 FA, 1-30 FA, 1-78 FA) chains of command notify me if the following events/incidents occur.

EVENT/INCIDENT-NOTIFY ME....	IMMEDIATELY, ANY TIME OF DAY	DURING NORMAL DUTY HOURS
Death, loss of limb, or eyesight, or injury causing hospitalization of a Soldier or Family Member	X	
Training injury resulting in a substantial loss of critical training or causing a substantial absence from training.		X
Severe damage to or loss of end items/sensitive items/unit facilities	X	
Training accidents not covered above		X
Officer/NCO misconduct		X
Serious illness of a Soldier or immediate family member		X
Theft of government property		X
Loss of a Soldier's home/domicile	X	
Visits by GOs/GO-level CSMs/VIPs		X
Any lost equipment that is not reported within 72 hrs		X
Resource constraints that prevent us from accomplishing training IAW POI requirements		X

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SUBJECT: Brigade Policy 012, Situation Report (SITREP)

Attempted Suicide	X	
A gap of more than one week between a leaving Key Leader and his/her replacement		X
Training conducted on the weekend or on an official training holiday (exception: 1-78 FA)		X
Artillery Projectile impacting 400 meters or more from the intended target		X
Artillery Projectile impacting outside the impact area.	X	

2. Notification format must answer WHO, WHAT, WHEN, and WHERE. Provide updates daily until the event/incident is resolved.
3. This memorandum supersedes BDE Policy # 001, dated 7 December 2006.


JOHN S. FANT
COL, FA
Commanding