

Department of the Army
Headquarters, USAFCoEFS
455 McNair Avenue, Suite 100
Fort Sill, Oklahoma 73503
4 November 2014

*USAFCoEFS Regulation 1-8

Administration
Reporting Procedures

Summary. This regulation prescribes policy and procedures for reporting significant incidents to Headquarters (HQ), United States Army Fires Center of Excellence and Fort Sill (USAFCoEFS).

Applicability. This regulation applies to all military, civilians, contractor personnel and every organic unit, agency, directorate and tenant stationed on or attached under the control of the USAFCoEFS and United States Army Garrison (USAG) Fort Sill including those elements not on the installation where the FCoE Commander is the Senior Commander.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the USAFCoEFS G3/5/7, 455 McNair Ave, Fort Sill, Oklahoma 73503.

Suggested Improvements. The proponent of this regulation is the Fort Sill Operations Center (FSOC). All are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Secretary of the General Staff or FSOC.

Distribution. This regulation is distributed solely through the DHR, ASD Homepage at <http://sill-www.army.mil/USAG/publications.html>.

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* This regulation supersedes Fort Sill Regulation 1-8, 12 July 2010.

Chapter 1 Introduction

1-1. Purpose. To establish policy and procedures for the reporting of significant incidents involving units, Service Members (SM), Family Members, and Civilian Employees assigned, attached, or residing on Fort Sill. The primary purpose of the Operations Report (OPREP) (Appendix A) is to provide a means to inform USAFCoEFS and USAG senior leadership and higher headquarters of incidents which impact elements resident on Fort Sill. The secondary purpose is to provide HQ, USAFCoEFS the data to perform trend analysis, develop mitigation policies, and to analyze and integrate the data into the appropriate forums to refine procedures and mitigate incidents.

1-2. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-3. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403 Guide to Recordkeeping in the Army. Record titles and descriptions are available on the ARIMS website at (<https://www.arims.army.mil>).

1-4. References.

a. Required and related publications and prescribed and referenced forms are list reference.

b. References to the Commanding General, USAFCoEFS will be referenced as Senior Commander (SC).

1-5. Responsibilities. USAFCoEFS subordinate and tenant commanders will ensure that the policies and procedures of this regulation are implemented in their organizations.

a. USAFCoEFS subordinate and tenant commanders, directors, agencies, and attached units are responsible for reporting the events and incidents defined in paragraph 2-3, or Appendix B, Fort Sill Reportable Incidents, as well as any other matter that commanders determine to be of concern to the SC.

b. The Fort Sill Operations Center (FSOC) is responsible for collecting, analyzing, and referring all OPREPs and Serious Incident Reports (SIRs) to dissemination to USAFCoEFS leadership and staff, and to the appropriate Higher Army Commands (ACOMs).

Chapter 2 Reporting Policy

2-1. Policy.

a. Report incidents to SC and FSOC, as defined in Appendix B, Fort Sill Reportable Incidents. This list is not inclusive. Commanders should report any incident that might be of concern to the SC. In determining if an event/incident is of concern to the SC, the following factors should be considered: severity, potential for negative publicity, and the potential consequences of the event/incident (e.g. outstanding warrants, drunk and reckless driving, disturbing the peace, alleged domestic and sexual crimes, etc.). If in doubt, submit an OPREP.

b. Reporting procedures outlined in this regulation do not replace the reporting procedures as outlined in AR 190-45 (Law Enforcement Reporting) or the submission of other reports (e.g. aviation or ground accident reports submitted through separate reporting channels). Parallel reports are often required due to separate reporting channels with applicable Major Command (MACOM) regulations. Commanders at all levels will report alleged criminal incidents to the Director of Emergency Services (DES) and/or U.S. Army Criminal Investigation Command (USACIDC) for appropriate inquiry, investigation and/or disposition.

2-2. Reportable events and incidents. Use the OPREP for all significant incidents occurring on or off Fort Sill or the geographically location outlined in AR 190-45, table 1-1, page 16. When a SM is listed as a subject in an OPREP, include whether the SM has deployed within the past year. Full Social Security Administration Number's (SSN) will not be used – list only the last 4 of the SSN in the space provided. If the reporting command believes that the protection of the individual's identity is necessary, to include but not limited to victims of sexual assault, domestic violence, or under the age of 18, do not submit name(s), age, race, position, or unit.

2-3. Category 1 Serious Incidents (Reportable to Headquarters, Department of the Army) and Commanders Critical Information Requirements (CCIR).

a. Commanders and Directors are required to provide immediate telephonic notification to the SC or Chief of Staff regardless of time of day for any Category 1 SIRs/OPREP incidents and CCIR, listed in Appendix B – Fort Sill Reportable Incidents. Units will immediately follow-up with a written SIR via email to usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil with all information immediately available.

b. Category 1 serious incidents will be reported telephonically by the FSOC to the Garrison Commander (GC), Chief of Staff (CoS), and Army Watch immediately upon discovery or notification at the installation level, with a written SIR to Army Watch within 12 hours.

c. CCIR incidents will be reported by the FSOC as required by higher headquarters reporting guidance as outlined in Appendix B – Fort Sill Reportable Incidents.

2-4. Category 2 Serious Incidents (Reportable to Headquarters, Training and Doctrine Command, or other ACOMs).

a. Commanders and Directors will report any incident falling under the Category 2 criteria, listed in Appendix B – Fort Sill Reportable Incidents, with a written OPREP submitted no later than 2 hours after the incident or discovery to the FSOC via email at usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil and by calling the FSOC at 580-442-3239/3240/3241.

b. The FSOC has 4 hours to forward SIRs/OPREPs to the appropriate ACOM EOC.

2-5. Category 3 Serious Incidents (Reportable to HQ, USAFCoEFS Command and local support agencies).

a. Commanders and Directors will report any incident falling under the Category 3 criteria, listed in Appendix B – Fort Sill Reportable Incidents, with a written OPREP submitted no later than 8 hours after the incident or discovery to the FSOC via email usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil and by calling the FSOC at 580-442-3239/3240/3241.

b. OPREPs for Category 3 Serious incidents are reviewed by the Directorate of Plans, Mobilization and Security (DPTMS) Operations Officer or G33 Current Operations Officer and distributed to the Command and support agencies on Fort Sill as required, and are not forwarded to ACOM EOC.

Chapter 3 Reporting Procedures

3-1. OPREP Time Requirements and Means of Reporting.

a. Reporting commands will prepare and forward an initial OPREP message, using the format at Appendix A. OPREPs will be submitted independent of commanders or directors notifying the SC of reportable incidents.

b. OPREP numbering will be in concert with TRADOC numbering conventions. OPREPs will be named [installation] [DTG of incident]-[report version, 1 for initial report, until the final report, marked "FINAL"]-[ACOM of reporting unit].

Example – SILL011200OCT14-1-TRADOC.

c. The OPREP will be submitted by email to usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil. Write all the available information in the OPREP summary block. Copy and paste the OPREP summary block into the e-mail body, omitting all PII from the summary. The subject should be the OPREP number as outlined in 3-1.b.

d. If initial OPREP requires follow up reporting, an update will be submitted, providing information not available at the time of the Initial report (e.g. autopsy results, identification of subject, etc.). Commanders will submit an update 24 hours after the Initial report, including command response to the incident, with subsequent reports every 7 days until the "Final" report is submitted closing out the "Initial" and/or "Update" OPREPs.

3-2. Reporting Flow.

a. Upon receipt of an email or phone call of an OPREP, the FSOC will notify the DPTMS Operations Officer or G33 Current Operations Officer, who will review the OPREP and notify the approval list via email and/or telephone.

b. Category 1 incidents require immediate telephonic notification by the reporting commander to the Fort Sill CoS and the GC. The Approval List will be notified immediately via email.

c. Category 2 incidents will be reviewed by the "approval list" prior to forwarding to the "Limited List" and appropriate ACOM. The DPTMS Operations Officer or G33 Current Operations Officer will submit the SIR to the approval list and provide the FSOC with the approved OPREP to forward to the appropriate ACOM. After duty hours, the Operations Officer will contact the Approval list (in this order Deputy Chief of Staff (DCoS), CoS, G3/5/7) to ensure they have situational awareness of an open SIR.

d. Category 3 incidents will be reviewed by DPTMS Operations Officer or G33 Current Operations Officer and distributed to the appropriate local distribution list (Paragraph 3-3) during normal duty hours.

e. See Reporting Flow Step Action Drill in Appendix C.

3-3. Distribution Lists.

a. Approval List. The Approval List is comprised of the CoS, DCoS, Director G3/5/7, GC, Director DPTMS.

b. Limited List. The Limited List is comprised of the approval list and: SC, FCOE Command Sergeant Major (CSM), Deputy to the Commanding General, CoS, DCoS, Staff Judge Advocate, Secretary General Staff, GC, Garrison CSM, DtGC, Director G3/5/7, Director STRATCOM, Director Public Affairs Office, Director DPTMS, Field Artillery (FA) Commandant, FA CSM, Air Defense Artillery (ADA) Commandant, ADA CSM, and DES.

c. OPREPs involving the death or very serious injury of a SM or Family Member will also be distributed to the Fort Sill Casualty Assistance Office, Military Personnel Division Chief, and FCoE Safety Director.

d. OPREPs involving domestic violence or sexual assault will also be distributed to Social Work Services and Family Advocacy Program.

e. The CoS is the only approval authority to add individuals to the distribution lists.

**Appendix A
OPREP Format**

TRADOC OPREP from TRADOC Regulation 1-8; This applies to all OPREPs leaving Fort Sill to TRADOC.

1. All updates to the OPREP will be noted as Update 1, 2, and Final.

From: CDRUSAFCoE & Ft Sill, OK//ATZR-C//
TO: CDRUSATRADOC Ft Monroe VA//ATTG-ZOO
usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil

Info: IMCOM Opns Ctr

Subj: OPREP Number SILL011200OCT14-1-TRADOC (Initial/Update/Final)

1. Category: 1.12
2. Type of incident: Death occurring on the installation
3. Date/time of incident/DTG Received in FSOC: 011100July12 / 011000July 12
4. Location: Building 6017
5. Other information:
 - a. Racial: YES or NO
 - b. Trainee involvement: YES or NO
6. Personnel involved:
 - a. Subject
 - (1) Name: Doe, John
 - (a) Pay grade: PV2
 - (b) SSN: 5678
 - (c) Race: White
 - (d) Sex: Male
 - (e) Age: 18
 - (f) Position: Trainee
 - (g) Security Clearance: S
 - (h) Unit and station: Alpha / 1-31 FA Bn, 434 FAB (TRADOC), Fort Sill
 - (i) Duty Status: Present(Information required if there is a Victim)
 - b. Victim:
 - (1) Name:
 - (a) Pay grade:
 - (b) SSN:
 - (c) Race:
 - (d) Sex:
 - (e) Age:
 - (f) Position:
 - (g) Security Clearance:
 - (h) Unit and station:
 - (i) Duty Status:

7. Summary of incident: At approximately 010730Jul12, while conducting PT PV2 Doe complained of headache, nausea, and muscle cramps. Immediately SSG Smith took his core body temp at 105.3 and applied ice sheets and started an IV. Emergency Medical Services (EMS) personnel were called and PV2 Doe was transported to RACH. His body temp was 105.1 upon arrival at RACH. At approximately 010845Jul12, PV2 Doe went into massive renal failure and died.

8. Remarks:

- a. Next of Kin Notification: YES, parents, 111245MAR15 or NO
- b. Soldier Deployed w/i last year (include DEROS & Operation): YES (APR 10; OEF) or NO
- c. Were seatbelts worn: YES or NO
- d. Was alcohol involved: YES or NO
- e. Was personal protective gear/equipment worn: YES or NO
- f. Any previous medical history: YES, NO, or UNK
- g. Were Combat Lifesavers present: YES or NO
- h. Was CPR performed at the scene: YES, NO, or UNK
- i. Anyone notice anything different concerning Soldier's performance: YES - Unstable, ungainly gait or NO
- j. Times leading up to Soldiers Death:
 - (1) Time CPR started: TIME, UNK, or N/A
 - (2) Time 911 called: 0735
 - (3) Time EMS personnel arrived on scene: 0745
 - (4) Time EMS departed scene en route to hospital: 0750
 - (5) Time EMS arrived at hospital: 0800
 - (6) Time Soldier pronounced dead: 0845
- k. Soldier's Component: AD, AR, or NG
- l. Ages/gender of Family members: N/A
- m. Type of Training: One station unit training
- n. Phase of Training: 3d week
- o. Weather conditions at time of incident: Overcast, temp in low 70's
- p. Other factors contributing to the incident (Screened for PTSD or TBI if deployed w/i last year):
- q. Has the Brigade Commander notified the Commanding General: YES or NO

9. Publicity: None expected at this time

10. Commander Reporting: COL Short, 434 FAB

11. Point of Contact: SFC Dill, SDNCO, 434 FAB, 442-0000.

12. Downgrading instructions: The FOUO protective marking may be removed on DD/MM/YYYY.

**Appendix B
Fort Sill Reportable Incidents**

FCoE Cat	TRADOC Cat	IMCOM Cat	ARMY	Category 1 Serious Incidents / Commander's Critical Information Requirement: Commanders, Directors will immediately contact the SC or Chief of Staff. Units will immediately follow-up with written SIR via email to usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil with all information immediately available.
1.1	1	1.a	YES	On- and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.
1.2	2	1.b	YES	War crimes, including mistreatment of enemy prisoners of war, detainees, displaced persons, retained persons, or civilian internees; violations of the Geneva Conventions; and atrocities.
1.3	3	1.c	YES	Requests by members of the Army for political asylum in foreign countries or indications of defection.
1.4	4	1.d	YES	Terrorist activities sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation or involve military personnel or property off an installation.
1.5	5	1.e	YES	Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.
1.6	6	1.f	YES	Incidents involving material damage that seriously degrade unit operational or training readiness.
1.7	7	1.g	YES	Threats against Government weapons and ammunition.
1.8	8	1.h	YES	Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the United States, Vice President of the United States, or other persons under U.S. Secret Service protection.
1.9	9	N/A	YES	Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of any Army senior leader.
1.10	10	N/A	YES	Training use of riot control agent or chemical/biological stimulants outside of established parameters.
1.11	11	N/A	YES	Accidents/incidents involving Army chemical agent or research chemical agents.
1.12	18 21	2.g 2.m	N/A	All deaths occurring on the installation, except the death of a Family member or DA civilian which occurs due to natural causes in a medical facility (that is, pre-existing illnesses, disease, or medical condition). Deaths of Soldiers occurring off military installations. All deaths of Soldier's Family members and DA civilians occurring off the installation that are deemed "not by natural causes" or "not under doctor's care." If cause of death is undetermined, complete the OPREP and update as soon as possible. Next of kin notifications, use of seatbelt/PPE, and alcohol/drug use will be included in the initial OPREP or updated accordingly in subsequent OPREPs.
1.13	N/A	3.a	N/A	Any death on or off the installation of ACOM, ASCC, DRU Soldier, The death of personnel assigned to or employed on the Installation or their immediate family members. Any serious injury to any IMCOM senior leader (GO, SES, GC) or IMCOM Soldier, DA Civilian.
1.14	22	2.n	N/A	Kidnapping.
1.15	25	2.q	N/A	Training and troop movement accidents resulting in serious injury or death to a non-DA entity.
1.16	34	N/A	N/A	Any Soldier, Family Member, or DA Civilian who commits a serious crime that involves murder/attempted murder.

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1.17	28	2.t	N/A	Actual or alleged incidents of child abuse which takes place within an Army organizational setting or facility (for example, child development center, youth activities center, military treatment facility, gymnasium, and so on) or an Army sponsored or sanctioned activity (for example, quarters-based Family child care home, youth sports or recreation activities, field trips, and so on).
1.18	29	2.u	N/A	Serious child injury or death, not resulting from child abuse, while the child is in the Army's care at a nonmedical facility (that is, child development center, quarters-based Family child care home, youth activities center, and so on) or within an Army sponsored or sanctioned activity. This paragraph does not apply to sports injuries related to, or potentially inherent in, a youth activity or event.
1.19	33	N/A	N/A	Serious injury or life-threatening injury to a Soldier, Family member, or DA civilian that creates a danger of loss of life, limb, or eyesight.
1.20	44	N/A	N/A	Trainee abuse, platoon sergeant, and drill sergeant misconduct. (a) Allegations of trainee abuse as defined in <u>TRADOC Reg 350-6</u> , paragraph 2-6 (b) Allegations of PSG/DS misconduct not related to trainee abuse.
1.21	45	2.x	N/A	Bomb threats at Fort Sill, and activities and units on other installations, to include Reserve Officers' Training Corps brigades, battalions, companies, detachments, and recruiting stations.
1.22	46	3.h	N/A	Environmental accidents or incidents on Fort Sill that result in: (a) Any release of a hazardous substance (to include fuel) resulting in injury, death, evacuation of facilities, or potential severe degradation of the environment (b) Serious or catastrophic failure to an operating system at a facility that has been licensed by a state or Federal regulatory agency. (See <u>AR 200-1</u> , Para 2-3, for notices of violation.) (c) An environmental incident or action that shuts down operations or training at installation due to reportable spills, range fires, legal suits, administrative order, and an environmental incident that would stop operations, or an environmental incident requiring immediate notification to any DoD or external agency
1.23	48	N/A	3.I	Any change in FPCON baseline directed by Senior Commander or if contacted by NORTHCOM/ARNORTH via blue dart/white pinnacle.
1.24	49	N/A	N/A	Incidents/accidents involving international students and personnel assigned to Fort Sill. Reportable incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death.
1.25	51	2.y	N/A	Any incident, event, or accident that may generate adverse publicity for the Army, USAFCoE, or IMCOM and Fort Sill.
1.26	ARNORTH		N/A	Possible insider threat, Active Shooters or workplace violence.
1.27	N/A	N/A	N/A	Missing Person
1.28	N/A	3.e	N/A	Imminent / forecasted natural or man-made disaster impacting Fort Sill, (Earthquake, Tornado, Floods, Freeze, major bush or wild fire).
1.29	N/A	N/A	N/A	Any situation caused by lack of resources or support creating an immediate life, health, or safety issue.

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2.1	12	2.a	Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than \$50,000 (more than \$100,000 for IMCOM).
2.2	13	2.b	Theft, suspected theft, negligence, or conflict of interest involving Government non-appropriated funds or property valued at more than \$50,000 (more than \$100,000 for IMCOM).
2.3	14	2.c	Racially or ethnically motivated criminal acts.
2.4	15	2.d	Loss, theft, wrongful disposition, willful destruction, or mismanagement of the following (a) Evidence. (b) Sensitive items, other than arms and ammunition, identified by Controlled Inventory Item Code 1-6, 8, 9, Q, R, or Y (see <u>AR 710-2</u>) (c) Controlled cryptographic items. (d) Drugs identified in the Comprehensive Drug Abuse Prevention and Control Act of 1970 as Schedules I, II, III, IV, and V controlled substances.
2.5	16	2.e	Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities of: (a) Cocaine, 100 grams or more. (b) Marijuana, 1000 grams or more. (c) Hashish, 1000 grams or more. (d) Heroin, 100 grams or more. (e) Methamphetamines or barbiturates, 100 grams or more. (f) LSD, 6 grams or more. (g) PCP, 100 grams or more. (h) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.
2.6	17	2.f	Significant violations of Army standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities by Soldiers, DA, or non-appropriated fund employees.
2.7	18	2.g	Incidents involving prisoners or detainees of Army confinement or correctional facilities to include escape from confinement or custody, disturbances which require the use of force, wounding, or serious injury to a prisoner, and all prisoner deaths.
2.8	19	2.h	Theft, loss, suspected theft, unaccounted or recovered arms, ammunition, and explosives (AA&E) in the quantities listed : (a) Any missile, rocket, mine, artillery, or mortar rounds (b) Any machine gun or automatic fire weapon (c) Any fragmentation, concussion, high explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators (d) Any explosives, to include demolition explosives (detonation card, blocks of explosives (C-4)) (e) One or more semi-automatic or manually operated firearms (f) Five or more rounds of ammunition greater than .50 caliber (g) 1000 or more rounds of .50 caliber or smaller ammunition (h) Actual or attempted break-ins of arms rooms or storage areas for AA&E (i) Armed robbery or attempted armed robbery of AA&E (j) Any evidence of trafficking of AA&E, such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved

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2.9	20	2.l	Aggravated arson.
2.10	24	2.p	Group breaches of discipline involving 10 or more persons who collectively act to defy authority.
2.11	26	2.r	Maltreatment of Soldiers or DA civilians to include assaults, abuse, or exploitation where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable unless other considerations such as sexual harassment or adverse publicity are involved.
2.12	27	2.s	Violations of Army policy as it pertains to monitoring and recording of conversations (see AR 190-30 and AR 190-53), or acquisition and storage of non-affiliated U.S. person information (see AR 380-13).
2.13	30	2.v	Serious domestic violence incidents (unrestricted reporting only). This report will include whether the Soldier was deployed within the past year leading up to the incident.
2.14	ARNORTH		Any incident involving a Service Member, Family Member and DOD Civilian in possession of unregistered Weapons and or Ammunition.
2.15	ARNORTH		Any incident involving any person in possession of an unregistered weapons and or ammunition on DOD owned or lease facilities.
2.16	32	2 x	Federal crimes reportable under <u>AR 381-10</u> , when they meet reporting criteria. (a) Espionage. (b) Sabotage. (c) Unauthorized disclosure of classified information. (d) Seditious conspiracy to overthrow the U.S. Government. (e) Crimes involving foreign interference with the integrity of U.S. Government institutions or processes. (f) Crimes involving intentional infliction or threat of death or serious physical harm. (g) Unauthorized transfer of controlled technology to a foreign entity.
2.17	34	N/A	Serious crime reported (that is, aggravated assault, sexual assault, larceny exceeding \$10,000, and murder or attempted murder) on or off the installation committed by or against a Soldier, Family member, or DA civilian. Includes all actual or alleged incidents of rape or sexual assault involving a Fort Sill Service member, DA Civilian or Family Members.
2.18	35	N/A	Significant environmental injury to Soldiers, Family members, or DA civilians that could impact or potentially impact unit missions (such as heat stroke, rhabdomyolysis, carbon monoxide poisoning, hypothermia, frostbite, heat exhaustion, and communicable illnesses, such as influenza, hepatitis, and West Nile virus). Consult with the local medical treatment facility to determine the significance of these events; see <u>AR 40-5</u> , paragraph 2-18d, for DOD reportable medical events.
2.19	36	N/A	Communicable illnesses that exceed the expected baseline for those illnesses and unusual illnesses, such as Ebola, H1N1 or Avian influenza. Consult with the local medical treatment facility.
2.20	37	N/A	Suicide attempts (all overt acts of self-destructive behavior that do not result in death) occurring on Fort Sill and suicide attempts by a Soldier, Family member, or DA civilian occurring off Fort Sill. If suicide or attempted suicide involves a Soldier attending initial entry training (basic combat training, one station unit training, warrior transition course, and advanced individual training), then indicate initial entry training status in the OPREP summary of incident section. (See <u>DA Pam 600-24</u> for suicide prevention information.)

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2.21	38	N/A	Any reportable incident or event involving Soldiers (regardless of Army command (ACOM)) assigned or attached to the Fort Sill Warrior Transition Unit.
2.22	39	N/A	Aircraft accident or incident (Class A, B, and C only) (a) Manned aircraft accidents or incidents. Any type of aircraft accident or incident that causes damage to aircraft or injury to personnel. Reporting requirements extend to tenant or transient aircraft from another service or ACOM using TRADOC facilities or land in the geographic area of responsibility. (b) Unmanned aircraft accident or incidents. Any type of unmanned aerial vehicle accident or incident that causes damage to the vehicle or injury to personnel. Reporting requirements extend to tenant or transient aircraft from another service or ACOM using TRADOC facilities or land in the geographic area of responsibility.
2.23	40	N/A	Command, control, communications, and computers (C4) outages/information systems intrusions/PII. All unit operation centers and Fort Sill activities will report all planned and unplanned degradations of C4 capabilities. (a) The loss of 50% or greater of a specific communications capability listed in TRADOC Reg 1-8, paragraph F-1, lasting longer than 2 hours: telephone system / service, e-mail services (NIPR and SIPR), installation video teleconference studio, iridium telephone, and global system for mobile communications cellular telephone. (b) Any degradation that results in a significant negative impact on the ability of the senior leader of a TRADOC activity to exercise command and control
2.24	41	N/A	Major installation power outages that impact operations and training.
2.25		3.c	Any crises resulting in disruption to installation operations including electrical outage, loss in water, sewage, heating, cooling, capabilities that effect quality of life,(QOL) or damage / destruction to Installation..
2.26	42	N/A	All personnel will report all potential or malicious information system incidents or events. Incidents may result from accidental or deliberate actions on the part of a user or external influence. Information system incidents or events to be reported are defined in AR 25-2, Para 4-21.
2.27	43	N/A	Report every PII breach. This applies to all Soldiers and civilian personnel assigned, attached, detailed, or on temporary duty with a Fort Sill organizations that control or collect PII: (a) PII about an individual that identifies, links, relates, or is unique to, or describes him or her, for example, a social security number; age; military rank; civilian grade; marital status; race; salary; telephone numbers; other demographic, biometric, personal; medical; and financial information. This information can be in hard copy or electronic format, stored on personal computers, laptops, and personal electronic devices and found within databases. This includes but is not limited to education records, financial transactions, medical files, criminal records, or employment history. (b) PII Breach. A loss of control, compromise, unauthorized acquisition, unauthorized access, or any similar, term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to PII, whether physical or electronic. This includes, but is not limited to, posting PII on public-facing web sites (except in the case of approved public affairs releases in accordance with AR 360-1, paragraph 5-3; sending an email via email to unauthorized recipients; providing hard copies to individuals without a need to know; loss of electronic devices or media strong PII (laptops, thumb drives, compact disc, etc); use by employees for unofficial business; and all other unauthorized access to PII.

*USAFCoEFS Regulation 1-8, 4 November 2014

FCoE Cat	TRADOC Cat	IMCOM Cat	Category 2 Serious Incidents: Commanders and Directors will report any of incident falling under the Category 2 criteria with a written OPREP submitted no later than 2 hours after the incident or discovery to the FSOC via email at usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil and by calling the FSOC at 580-442-3239 / 3240 / 3241.
2.28	50	2.t	<p>Child abuse and domestic violence.</p> <p>(a) Domestic assault with injury involving a Service Member or Family Member.</p> <p>(b) Any incidents of child abuse that occur involving Army Family Members or during Army sponsored or sanctioned activity, whether on or off the installation, will be reported.</p> <p>(c) Any incidents of alleged and / or actual child abuse at a Child Development Center (CDC) or within a Child Youth and School Services (CYSS0 program will be reported. In cases of restricted reporting of a child abuse, only complete the following sections: reporting individual's name, date of initial report, installation name, and summary of incident. Write: Restricted Report / Child Abuse" in the summary. All other SIR / OPREP sections are to remain blank.</p> <p>(d) Any incident of domestic violence against a Family Member or person residing in the home or quarters of a military sponsor or as otherwise defined by state law, will be reported. In cases of restricted reporting of domestic violence, only complete the following sections: reporting individual's name, date of initial report, installation name, and summary of incident. Write: Restricted Report / Domestic Violence" in the summary. All other SIR / OPREP sections are to remain blank. This paragraph applies to incidents of child abuse occurring within a family unit which involve the use of a weapon (a firearm, knife, or other devices which will cause serious bodily injury), the victim suffers a broken limb, is sexually abused, is choked or strangled, or is admitted to the hospital because of injuries incurred during the incident.</p>
2.29	52	N/A	Requests for support to civil authorities, to include those requesting "Immediate Response." For "Immediate Response" requests, also notify Army Watch within 2 hrs.
2.30	N/A	3.f	Any Reduction to staffing of any Family Program, even if directed by the Senior Commander.
2.31	N/A	3.g	Any visit by the SECARMY, Chief of Staff of the Army, (CSA), Vice Chief of Staff of the Army (VCSA), Sergeant Major of the Army (SMA), the Assistant Secretary of the Army (IE&E) and all 3-star or 3-star equivalent and above personnel or elected/appointed Government Officials.
2.32	N/A	3.m	Any issue involving; SFAC,CDC/CYSS facility, any Barracks, Chapels or Billeting issues, or any congressional inquires/visits or any public affairs issues (positive or negative) with a facility that presents a life, health, or safety issue.
2.33	N/A	N/A	Report any change in BMM/TD Soldier numbers from previously reported.
2.34	N/A	N/A	Report reduced funding resulting in potential negative impact on Life, Health, Protection and Safety programs, Civilian hires, Contracts, Grants, Operations, Construction, Facilities, Soldier/Family Support.
2.35	N/A	N/A	Any missed funerals, funeral team late arrivals, or any casualty notification and assistance problems.
2.36	N/A	3.j	Any serious incidents / misconduct involving a senior IMCOM leader. (GS-15 and above).
2.37	N/A	3.n	Notification Requirements for Investigations (15-6) of any IMCOM Soldiers in the rank of LTC and above or SGM/CSM, IMCOM Department of Army Civilian (DAC) in the grade of GS 14 and above.

*USAFCoEFS Regulation 1-8, 4 November 2014

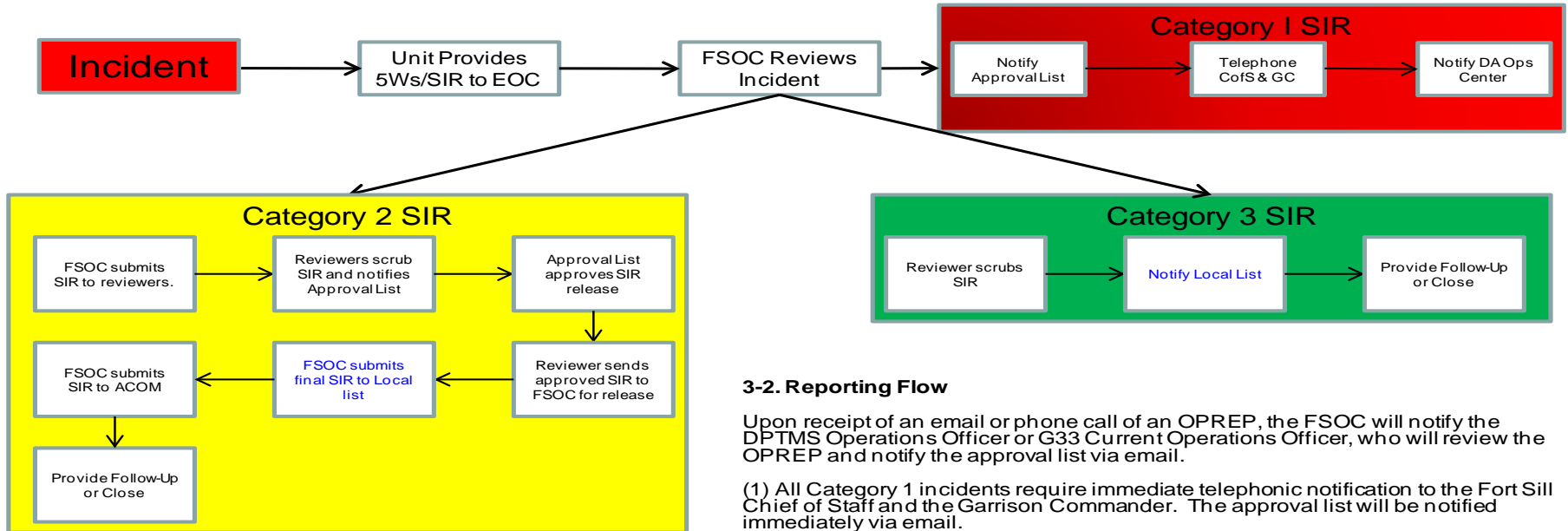
FCoE Cat	Category 3 Serious Incidents: Commanders and Directors will report any of incident falling under the Category 3 criteria with a written OPREP submitted no later than 8 hours after the incident or discovery to the FSOC via email usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil and by calling the FSOC at 580-442-3239 / 3240 / 3241. Category 3 SIRs are distributed to the Command and supporting agencies on Fort Sill as required, and are not forwarded to ACOM EOC unless otherwise noted.
3.1	All Class A, Class B, or Class C ground accidents.
3.2	Fires or other natural disasters causing the destruction of 100 or more acres or any property damage under \$100,000. This requirement includes all property located on the installation, or Army owned / leased property, including USAR centers, not located on but supported by the installations.
3.3	Driving under the influence (DUI), Driving while intoxicated (DWI) or public intoxication by any Fort Sill Soldier.
3.4	Suicide ideation or gesture by a Fort Sill Service member, DA Civilian or Family Member based on an authoritative medical physician or a behavioral health specialist's diagnosis. (Actual or attempted suicide is Category 1)
3.5	Any heat or cold weather injury involving a Fort Sill Soldier.
3.6	Training incidents. Accidents involving groups of Soldiers, any incident involving a weapon during training, any incident considered to be unusual in nature, or any training incident involving the hospitalization of a Soldier.
3.7	On post or off post non-training related firearm incident involving a Fort Sill Soldier.
3.8	Actual or alleged incidents of significant security violations at an Access Control Point (ACP).
3.9	Uncontained release of HAZMAT involving clean-up or monitoring by non-organic activities (Fire Department, Environmental, etc.).
3.10	Firing Incident/Range Safety Violation (a) Impact outside of Fort Sill reservation or explosion off post (b) Violation of Safety Box (c) Violation of Range Safety regulations that result in suspension of training or loss of OIC or RSO authority
3.11	Any loss of classified material either physical or digital.
3.12	Any Fallen Warrior flight arrival into the Fort Sill Casualty Assistance Region.
3.13	Minor release of HAZMAT (5 gallons or less).
3.14	Any Officer or Senior NCO (E7 or above) misconduct.
3.15	Loss or interruption of support provided by supporting commands (IMCOM, AMC, NETCOM or MEDCOM). Render the report a minimum of five days before the projected loss of support.
3.16	Hospitalization of a Soldier, Sailor, Marine, Airman or DA Civilian for greater than 72hrs.
3.17	The arrest or apprehension of a Soldier or DA Civilian by local or military law enforcement for a non-serious crime
3.18	Cancellation or non-conduct of a scheduled class due to required resources not being available or students unable to attend the course. Render the report a minimum of seven days before the projected cancellation or non-conduct of a scheduled class.
3.19	Any other incident determined by a Commander to be of immediate concern to the Fort Sill Commander or ACOM Commander. Decision will be based on the nature, gravity, and potential for adverse publicity, and consequences as the result of the incident.

Appendix C
USAFCoE and Fort Sill Serious Incident Flow Chart



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USAFCoE & FS Serious Incident Flow Chart



3-2. Reporting Flow

Upon receipt of an email or phone call of an OPREP, the FSOC will notify the DPTMS Operations Officer or G33 Current Operations Officer, who will review the OPREP and notify the approval list via email.

(1) All Category 1 incidents require immediate telephonic notification to the Fort Sill Chief of Staff and the Garrison Commander. The approval list will be notified immediately via email.

(2) All Category 2 incidents will be reviewed by the "approval list" for consideration for forwarding to the "local list" and appropriate Army Command (ACOM). The FSOC Director will provide the FSOC with the approved OPREP to forward to the appropriate ACOM.

(3) All Category 1 and 2 incidents where the alleged or actual conduct would constitute a serious crime or major felony if proven true (i.e "war crimes, sexual assaults, domestic violence and murder, etc.) will be automatically distributed to the "Limited List".

(4) All Category 3 incidents will be reviewed by the DPTMS Operations Officer or G33 Current Operations Officer during daylight hours and sent to the local list,

FIRES STRONG!

Appendix D References

TRADOC Reg 1-8 Operation Reporting 16 November 2010

Installation Management Command Regulation 190-45-1 29 March 2013

Army Regulation 190-30 Military Police Investigation 01 November 2005

Army Regulation 190-45 Law Enforcement Report 30 March 2007

Comprehensive Drug Abuse Prevention and Control Act of 1970

Army Regulation 190-53 Interception of Wire and Oral Communication for Law Enforcement Proposal 03 November 1986

Army Regulation 25-2 Information Assurance 24 October 2007

Army Regulation 200-1 Environment Protection and Enhancement 13 December 2007

Army Regulation 360-1 The Army Public Affairs Program 25 May 2011

Army Regulation 380-13 Acquisitions and Storages of Information Concern Non-Affiliated Persons and Organization 13 September 1974

Army Regulation 381-10 US Army Intelligence Activist 05 March 2007

Army Regulation 40-5 Prevent Medicine 25 May 2007

Department of Army Pam 600-24 Health Promotion Risk Reduction and Suicide Prevention 07 September 2010

Department of Army Pam 600-26 Department of the Army Affirmative Action Plan 17 December 2009

Appendix 1: CG TRADOC Commander's Specified Information Requirements (CCIR and EEFI) to Annex C (Operations) to OPOD 12-019 (Implement Execution of TRADOC Strategic Plan (TSP) FY13-19) updated 06 Feb 2013

USARNORTH Force Protection Directive 12-017 (USARNORTH Implementation Guidance for ALARACT 227/2012 Regarding Weapons Related Incidents)

Glossary

Abbreviations

ACOM

Army Command

AMC

Army Material Command

APC

Access Control Points

CCIR

Commander's Critical Information Report

CDC

Child Development Center

CG

Command General

CoS

Chief of Staff

CSM

Command Sergeant Major

CYSS

Child Youth and School Services

DA

Department of Army

DCoS

Deputy Chief of Staff

DtCG

Deputy Command General

DES

Directorate of Emergency Services

DPTMS

Directorate of Plans, Training, Mobilization, and Security

EOC

Emergency Operations Center

FPCON

Force Protection Condition

FSOC

Fort Sill Operations Center

FCOE

Fires Center of Excellence

GC

Garrison Commander

H1N1

Haemagglutinin Type 1 and Neuraminidase Type 1 (influenza strain; aka swine flu)

HAZMAT

Hazardous Material

HQ

Headquarters

IMCOM

Installation Management Command

MEDCOM

Medical Command

NAF

Non-Appropriate Fund Employees

NETCOM

Network Enterprise Technology Command

OPREP

Operations Report

PII

Personal Identification Information – refer to personnel information, concerning SSN, date of birth, rank

SC

Senior Commander

SIR

Serious Incident Report

SJA

Staff Judge Advocate

SSN

Social Security Number

STRATCOM

Strategic Communications

USACIDC

United States Army Criminal Investigation Command

USAFCoEFS

United States Army Fires Center of Excellence and Fort Sill

ATZR-CS



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