



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

IMHD-PL

30 MAR 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Serious Incident Report (SIR) Reporting

1. References:

- a. Army Regulation (AR) 190-45, Law Enforcement Reporting, dated 30 Mar 07.
- b. IMCOM Regulation (IR) 190-45-1, Serious Incident Reporting, dated 21 Sep 15 (encl 1).
- c. FRAGMENTARY ORDER 02 to OPERATIONS ORDER 14-008: IMCOM Commanders Critical Information Requirements (CCIR), dated 2 Feb 16 (encl 2).
- d. FRAGORD 1 to OPERATION ORDER PW 15-02-0153 III Corps and Fort Hood Commanding General Reporting Requirements, dated 24 Aug 15 (encl 3).

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

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

4. 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 1a–d above):

a. "Wake-Up" Criteria. The following incidents will be reported immediately to the Garrison Commander, when known, 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) Valid threats or actual acts of terrorism to the installation.
- (2) Death or serious injury to any Garrison employee or immediate Family member.

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(3) Serious training incident/accident (possible loss of life, limb, eyesight or hearing).

(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 including electrical outage, loss in water supply, sewage, heating, cooling, and quality of life.

(7) Any instance of kidnapping or missing child(ren) of a USAG personnel, Family member, Department of the Army Civilians, or contracted employee(s).

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

(9) Implementation of Phantom Seal.

(10) 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. Commander's Critical Information Requirements (CCIR) Reporting Criteria. The following incidents will be reported immediately to the Garrison Commander, when known, 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) Anytime the Directorate of Emergency Services dispatches the Mobile Command Post.

(2) Any major breach of installation security.

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

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

(5) Any motorcycle accident, regardless of severity, involving USAG personnel.

(6) Any workplace sexual assault or harassment incident.

(7) Evacuation of Family members from on-post housing.

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(8) Hospitalization (in-patient) of a Garrison employee.

(9) Injuries/illness resulting in the loss of a duty day for COL, CSM/SGM or Director/Office Chief assigned to USAG Fort Hood.

(10) Any incidents occurring in a Child, Youth and School Services (CYSS) program or facility that include:

(a) Injury to a child youth sustained in a CYSS program or facility resulting in admission to a hospital or which prevents/precludes the child/youth from participating in school/Child Development Center (CDC)/youth programs for more than three days.

(b) Child neglect, physical or sexual abuse allegations resulting in arrest of any person working or volunteering in any CYSS program, even if the allegation did not involve a child enrolled in a CYSS program.

(c) Any substantiated child neglect or abuse charge.

(d) Revocation or deferment of accreditation for any CDC or School Age Center.

(11) Environmental incident or action that has shutdown operations or training due to spills, range fires, legal suits or administrative order that would stop operations. Environmental incident requiring immediate notification to any Department of Defense or external agency.

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

c. EXSUM Reporting Criteria. The following incidents will be reported to the Garrison Commander, when known, telephonically, in person or by email as appropriate during normal duty hours. An EXSUM submission will generally accompany these notifications:

(1) Any incident of snake bite on the installation.

(2) Any report of a "dangerous dog" attacking a human on the installation.

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

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SUBJECT: Serious Incident Report (SIR) Reporting

a. Ensure all USAG personnel understand the regulatory and Installation Management Command (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 the Garrison command group. An initial report provided immediately is better than a 100% accurate report provided late. I expect 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 SIR categories as prescribed in reference 1a – d above.

b. Submit all written SIR(s) to the IOC via: usarmy.hood.usag.mbx.ioc@mail.mil on the global address book displayed as "USARMY Ft Hood USAG Mailbox 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.

8. Proponent. The Directorate of Plans, Training, Mobilization and Security.

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

3 Encls



TODD M. FOX
COL, AR
Commanding

DISTRIBUTION:
IAW FH Form 1853: A

REPORTABLE SIR IAW AR 190-45

Enr 11

HQDA SIR CATEGORY 1		HQDA SIR CATEGORY 2																								
Operation Center	1. Immediate telephonic notification 24/7 to Army Watch 2. Unit will send SIR report to Army Watch and OPMS W/ 12 hours	1. Telephonic notification optional	2. Unit will send SIR report to Army Watch and OPMS W/ 24 hours																							
Garrison Leadership	3. Army Watch usarmy.pentagon-e.hqda.mbx.armywatch@mail.mil ARNORTH.usarmy.jbsa.armorth.mbx.ops-center-aoc@mail.mil	3. Army Watch usarmy.pentagon-e.hqda.mbx.armywatch@mail.mil ARNORTH.usarmy.jbsa.armorth.mbx.ops-center-aoc@mail.mil																								
Notification	a. On/off post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel. b. War crimes, including mistreatment of enemy POW's, detainees, displaced persons, retained persons or civilian internees, violations of the Geneva Conventions, and atrocities c. Requests by U.S. Army personnel for political asylum or indications of defection. d. Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists, disident groups, or criminal elements that occur on an installation, or involve military personnel or property off an installation. e. Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property. f. Incidents involving material damage that seriously degrade unit operational or training readiness. g. Threats against government weapons and ammunition. h. 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 US Secret Service protection. i. Any other incident the Commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.	a. Theft of government appropriated funds or destruction of government property valued at >\$100K. b. Theft of government non-appropriated funds or property valued at >\$100K. c. Racially or ethnically motivated criminal acts. d. Loss, theft, wrongful disposition of evidence, sensitive items, controlled cryptographic items, night vision devices, or drugs e. Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed below <table border="1" style="width: 100%; margin-top: 5px;"> <tr><td>Cocaine</td><td>100 grams or more</td></tr> <tr><td>Marijuana</td><td>1000 grams or more</td></tr> <tr><td>Hashish</td><td>1000 grams or more</td></tr> <tr><td>Heroin</td><td>1000 grams or more</td></tr> <tr><td>Methamphetamines or Barbiturates</td><td>100 grams or more</td></tr> <tr><td>LSD</td><td>6 grams or more</td></tr> <tr><td>PCP</td><td>100 grams or more</td></tr> </table> f. Significant violations of Army standards of conduct, to include bribery, conflict of interest, graft or acceptance of gratuities by Soldiers or DA or non-appropriated fund (NAF) employees. 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. h. Theft, loss, suspected theft, unaccounted or recovered arms, ammunition, and explosives (AA&E) in the following qualities: <table border="1" style="width: 100%; margin-top: 5px;"> <tr><td>1. Any missile, rocket, mine, artillery, or mortar round</td><td>6. Five or more rounds of ammunition greater than .50 caliber</td></tr> <tr><td>2. Any machine gun or automatic fire weapon</td><td>7. 1000 or more rounds of .50 caliber or smaller ammunition</td></tr> <tr><td>3. Any fragmentation, concussion, high explosive grenade, or other type of simulator or device containing explosive materials including artillery or ground burst simulators</td><td></td></tr> <tr><td>4. Any explosive, to include demolition explosives</td><td></td></tr> <tr><td>5. One or more semi automatic or manually operated firearm</td><td></td></tr> </table> i. Actual or attempted break in of arms rooms or storage areas for AA&E. j. Armed or attempted armed robbery of AA&E. k. 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. <ol style="list-style-type: none"> 1. Aggravated arson m. Deaths-Except for deaths occurring due to natural causes in medical treatment facilities. All deaths occurring on Army installations must be reported, including but not limited to homicides, suicides and deaths resulting from traffic accidents, training accidents, fires or other incidents. Additionally, deaths of Family members that occur off the installation which are deemed to be criminal in nature will be reported. All deaths of Soldiers that occur off the installation will be reported. n. Kidnapping o. Major fires or natural disasters involving death, serious injury, property damage in excess of \$250k or damage that seriously degrades unit operational or training capabilities. p. Group breaches of discipline involving 10 or more persons who collectively act to defy authority. q. Training and troop movement accidents resulting in serious injury or death. r. Mistreatment 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. s. Violations of Army policy as it pertains to monitoring and recording of conversations or acquisition and storage of non-affiliated U.S. person information See AR 380-13, AR 190-53, and AR 525-1, AR 380-13 t. Child abuse - Actual or alleged incidents of child abuse which take place within an Army organizational setting or facility or an Army sponsored or sanctioned activity. This paragraph applies to incidents of child abuse occurring within the Family unit which involve the use of a weapon, 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. u. Serious child injury or death, not resulting from child abuse, while the child is in the Army's care at a non-medical facility or within an Army sponsored or sanctioned activity. This does not apply to sport injuries related to or potentially inherent in, a youth activity or event. v. Serious domestic violence incidents (unrestricted reporting only) w. Incidents involving firearms that cause injury or death. x. Federal crimes reportable under AR 381-10, when they meet reporting criteria. 	Cocaine	100 grams or more	Marijuana	1000 grams or more	Hashish	1000 grams or more	Heroin	1000 grams or more	Methamphetamines or Barbiturates	100 grams or more	LSD	6 grams or more	PCP	100 grams or more	1. Any missile, rocket, mine, artillery, or mortar round	6. Five or more rounds of ammunition greater than .50 caliber	2. Any machine gun or automatic fire weapon	7. 1000 or more rounds of .50 caliber or smaller ammunition	3. Any fragmentation, concussion, high explosive grenade, or other type of simulator or device containing explosive materials including artillery or ground burst simulators		4. Any explosive, to include demolition explosives		5. One or more semi automatic or manually operated firearm	
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III Corps and Fort Hood Commander CCIRs



as of 31 Mar 15

THE PHANTOM CORPS
AMERICA'S ARMORED CORPS



III Corps and Fort Hood Commander's CCIR

**PRECEDENCE: IMMEDIATE (WAKE-UP CRITERIA)
THE FOLLOWING CCIRs REQUIRE IMMEDIATE TELEPHONIC NOTIFICATION FROM CDR TO CG**

III Corps and Fort Hood

- 1) Any reports involving III Corps/Fort Hood Soldiers or units that may generate high media interest.
- 2) Valid threats or actual act of terrorism to III Corps installations/Fort Hood.
- 3) Training Death of a III Corps/Fort Hood Soldier.
- 4) Death of a III Corps/Fort Hood senior leader (BN CDR/CSM or above) under any circumstances.
- 5) Multiple Soldier fatality incidents.
- 6) Any instance of kidnapping or missing child(ren) of III Corps/Fort Hood personnel, Family members, or DA Civilians.
- 7) Any III Corps/Fort Hood General Officer, Brigade Commander, or Nominative CSM arrest or accusation of sexual assault or sexual harassment.
- 8) Activation of a III Corps/Fort Hood unit on 96 hour (or less) PTDO.
- 9) III Corps/Fort Hood Aircraft hard or crash landing.

Fort Hood Only

- 1) Death of a Fort Hood Soldier under any circumstances.
- 2) Any Fort Hood BN Commander or CSM arrest.

ACTIONS TAKEN/REPORTING FLOW

1. Requires immediate telephonic contact to the CG (reporting CDR to the CG).
2. Commander will provide CG with follow-up email (5Ws) within 2 hours and copy III Corps CofS, MSE Director (Mr. Ron Perry) and the Fort Hood IOC (usarmy.hood.usag.mbx.iooc@mail.mil).
3. 1ID, 4ID, 1 AD CDRs will copy Corps Commander on any spot report to FORSCOM.
4. Fort Hood Units submit SIR within 8 hours of incident to the IOC. Fort Carson, Fort Bliss, Fort Riley will copy Fort Hood IOC when report is sent to FORSCOM.



III Corps and Fort Hood Commander's CCIR

PRECEDENCE: PRIORITY. THE FOLLOWING CCIRS REQUIRE EMAIL NOTIFICATION (5WS) TO THE III CORPS AND FORT HOOD COMMANDER. (SLIDE 1 OF 2)

III Corps and Fort Hood

- 1) Security Incidents Involving Potential Compromise/Unauthorized Disclosure of Classified or Mission Critical Unclassified Information Including Classified Data Spillage from a higher to lower network.
- 2) Any Commander or Senior Enlisted leader (CO CDR/1SG or above) involved in a sexual assault or sexual harassment incident.
- 3) Any SHARP/SARC/VA staff member involved in a sexual assault or sexual harassment incident.
- 4) Any sexual assault case verdict overturned by Court Martial Convening Authority that will generate high media attention.
- 5) Any Sexual Assault/Harassment incidents expected to attract high media attention.
- 6) Any incident, suspected or confirmed, involving a hate crime (racially, ethnically, or religiously motivated criminal act).
- 7) Notification of KIA/MIA/WIA/DUSTWUN of any deployed III Corps/Fort Hood Soldier.
- 8) Serious injury to a Soldier (intensive care or life threatening).
- 9) Serious heat-related or cold weather incident occurring on Fort Hood or involving a III Corps Soldier that requires hospital admission or any cluster of 2 or more related incidents (regardless of severity) from the same unit within 24 hours.
- 10) Theft, suspected theft, willful destruction of: sensitive items; controlled cryptographic items (CCI); arms, ammunition, and explosives (AA&E); or government property valued at more than \$100,000.
- 11) Suspension or intent to relieve a CSL Cdr (as well as CSL staff officer) or CSM.

ACTIONS TAKEN/REPORTING FLOW

1. Requires Commander email notification (within 8 hours) to the Corps Commander and copy the III Corps CofS and Fort Hood IOC (usarmy.hood.usag.mbx.ioc@mail.mil).
2. Unit submits SIR/IR within 12 hours of incident to the Fort Hood IOC.



III Corps and Fort Hood Commander's CCIR

PRECEDENCE: PRIORITY (slide 2 of 2)

- 12) Any class A or B mishap (air or ground), not including an aircraft crash or hard landing or death.
- 13) Any chemical, biological, radiological, nuclear, high yield explosives (CBRNE) accidents/incidents on III Corps installations of concern.
- 14) VIP visit to III Corps installation involving POTUS, VPOTUS, cabinet secretary or under secretary, member of congress or a four star GO/FO
- 15) Trafficking of large quantities (see SIR annex for amounts) of illegal substances or contraband.
- 16) Serious training accidents without fatality (hospitalization or significant equipment damage).
- 17) Aircraft precautionary landings (if not cleared for one time flight or media interest).

III Corps less Fort Hood

- 1) Death of a Soldier stationed at any installation in the III Corps area of interest (except Fort Hood).

Fort Hood Only

- 1) Death or serious injury of a Fort Hood DA employee or Fort Hood Soldier's immediate nuclear Family member.
- 2) Any instance of child abuse at a Fort Hood school, day care, or youth activity center.
- 3) Any fire on Fort Hood involving serious injury, or property damage (if unusable for intended mission/purpose).
- 4) Any confirmed or suspected murder where there is alleged involvement of Fort Hood Soldier, DA Civilian or Family member.

ACTIONS TAKEN/REPORTING FLOW

1. Requires Commander email notification (within 8 hours) to the Corps Commander and copy the III Corps CofS and Fort Hood IOC.
2. Unit submits SIR/IR within 12 hours of incident to the Fort Hood IOC.



Reporting Timelines

Report	FHTX	Off Post TRA Unit
Immediate CCIRs	-Phone call -Follow-up (5W) email within 2 hours	-Phone call -Copied on any reports to FORSCOM -Follow-up (5W) email within 2 hours
Priority CCIRs	-Email within 8 hours	-Email within 8 hours
Category 1 SIR	-SIR within 8 hours	-SIR within 8 hours
Category 2 SIR	-SIR within 8 hours	-SIR within 8 hours
Category 3 SIR	-SIR within 12 hours	-SIR within 12 hours
Category 4 IR	-IR within 12 hours	-IR within 12 hours



USAG Commander Notification Criteria



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.

WAKEUP CRITERIA:

- Valid threat or actual act of terrorism to the installation
- Death or serious injury to any Garrison employee or immediate Family member
- Serious training incident/accident, which could result in loss of life, limb, eyesight or hearing
- Bomb or explosion incident on the installation
- Any fire on the Installation involving death, serious injury or property damage (if unusable for intended mission/purpose)
- Any incident resulting in significant disruption to installation operations including electrical outage, loss in water supply, sewage, heating, cooling, and quality of life
- Any instance of kidnapping or missing children of USAG personnel, Family members or DA Civilians, or contracted employees
- Any incident, suspected or confirmed, involving a hate crime (racially, ethnically or religiously motivated criminal act)
- Implementation of Phantom Seal
- Any other incident that the Director/Office Chief determines to be of concern to the Garrison Commander based on the nature, gravity or potential for adverse publicity

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.

COMMANDER CCIR:

- Any time DES dispatches the Mobile Command Post
- Any major breach of installation security
- Serious incident or misconduct involving a senior Garrison employee (CSM/SGM, Field Grade Officer, GS-13 or equivalent and above)
- Any suicide ideation or attempt (Soldiers anytime; Civilians on-duty only)
- Any motorcycle accident, regardless of severity, involving USAG personnel
- Any workplace sexual assault or harassment incident
- Evacuation of Family members from on-post housing
- Hospitalization (in-patient) of a Garrison employee
- Injuries/illness resulting in the loss of a duty day for COL, CSM/SGM or Director/Office Chief assigned to USAG
- Any incidents occurring in a CYSS program or facility per Garrison Policy Letter DPTMS – 01
- Environmental incident or action that has shutdown operations or training due to spills, range fires, legal suits, administrative order that would stop operations. Environmental incident requiring immediate notification to any DoD or external agency.
- Any other incident that the Director/Office Chief determines to be of concern to the Garrison Commander based on the nature, gravity or potential for adverse publicity

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