



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996-1554

REPLY TO
ATTENTION OF:

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #32

SUBJECT: Garrison Commander's Critical Command Information Requirements (CCIR)

1. References.

- a. Army Regulation (AR) 190-45, Law Enforcement Reporting, dated 30 March 2007.
- b. Installation Management Command Regulation 190-1, IMCOM Serious Incident Report (SIR), dated April 2009.
- c. IMCOM OPORD 14-008, IMCOM Commander's Critical Information Requirements, dated 15 May 2014.
- d. USMA Memorandum, Serious Incident Reports (SIR) Policy Memorandum, dated 27 July 2014.

2. Purpose.

- a. To identify the Garrison Commander's CCIRs and prescribe responsibilities for reporting serious incidents and critical information within the West Point Garrison Area of Responsibility (AOR).
- b. The Army's Serious Incident Reporting (SIR) system provides early notice to the USMA Superintendent, Installation Management Command (IMCOM) and Army leadership that a serious incident has or may have occurred.
- c. This policy reinforces Army regulatory reporting requirements, incorporates IMCOM/USMA SIR Category reporting requirements and directs timelines and procedures for reporting SIRs.

3. Applicability.

- a. This policy establishes SIR procedures for all US Army Garrison West Point (USAG WP) Military and Civilian leaders.

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b. The Directorate of Plans, Training, Mobilization and Security (DPTMS) along with assistance of the Director of Emergency Services (DES) has staff responsibility for administering SIR/CCIR reporting. The Installation EOC will ensure notification timelines are met when informing appropriate USAG leadership and staff, to include the Garrison Commander (GC), West Point Senior Commander (SC) and the Department of the Army (DA).

c. All directors/activity chiefs will establish and implement reporting systems within their AOR to ensure compliance with the timelines and procedures in this policy.

4. CCIR Categories. West Point Garrison CCIRs (Encl) fall into two categories for reporting based on the incident's nature, gravity, potential for adverse publicity, or negative consequences to West Point and its immediate populace.

a. Wake-Up Reporting Criteria: These incidents will be reported by phone or in person to the GC or Deputy Garrison Commander (DGC) immediately.

b. Non-Urgent Reporting Criteria: These incidents will be reported via email at the time of discovery outside of duty hours or by phone to the GC or DGC during normal duty hours (Monday-Friday 0600-1800).

5. In the event of other serious incidents not addressed in this policy, contact the DGC or Garrison CSM for guidance. Should you believe the incident or issue is time sensitive, contact the GC direct. When in doubt call.

6. Procedures. In accordance with (IAW) the regulations referenced in this policy, incidents are to be reported as follows:

a. Directors/activity chiefs will comply with reporting any incident as a CCIR IAW para 2 above. If there is any doubt, report it to the DGC or GC.

b. DES/DPTMS will report all DA/IMCOM CCIR Categories IAW internal procedures. An initial SIR will be created IAW reference 1a above and vetted through the DGC and/or GC for release approval before forwarding the report to IMCOM, IAW reference 1b above.

c. DHR will develop an email message that the GC will provide to the IMCOM Commander within two hours of death notification of any West Point employee/Soldier. The message will provide initial information on circumstance surrounding the death of the individual.

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7. Point of Contact is Mr. Joseph Colombo, Plans and Operations Specialist, DPTMS, (845)-938-2516 or joe.colombo@us.army.mil.

Encl

A handwritten signature in black ink, appearing to read 'ASA', with a long horizontal flourish extending to the right.

ANDREW S. HANSON
COL, SF
Commanding

USAG Commander's Critical Information Requirements (CCIRs)

INCIDENT	GC Wake-up	Normal Duty and Day Hrs	Immediate	w/in 2 Hrs	USMA SIR PM (27 Jul 11)	SIR Reportable Incidents
Arrival of external media to cover an Installation Incident		Y	Y		Y (1g)	3a
Any Crime (aggravated assault, domestic violence, involving sex, theft, robbery, fraud) or as determined by the PMO/DES to warrant notification	Y				Y (several different incidents)	2
Activate/dispatch of the ICP in response to an incident	Y		Y		Not Addressed	3b (elevated based on incident)
Arrest of USAG Soldier/DA civilian		Y			Y (1k)	
Barricaded Subject(s)	Y			Y	Not Addressed	2
Breach of security or arrest at ACP		Y		Y	Not Addressed	3b
Bomb threat/explosion w/ injury, death; damage to Govmnt property	Y		Y		Y (1a, 1c)	1
Child Abuse-Govmnt Qtrs/ CDC	Y		Y		Y (2a)	2
Child serious Injury w/in USAG care	Y		Y		Y (2bb)	2
Death of any USAG psnl by accident or work related	Y		Y		Y (2g)	3b (3a if GC, SES or GO)
Closure of any ACP		Y			Not Addressed	No report required
Change in FPCON Level	Y		Y		Y (1h)	3a
Disaster/crisis resulting in disruption to Installation opns, including electrical outages, loss of water, sewage, heating, cooling and/or quality of life	Y		Y		Not Addressed	3a
Deployment notice or recall to AD of an USAG employee		Y			Not Addressed	No report required
DUI/DWI of USAG MSG/GS-13 or above	Y		Y		Not Addressed	3a
Dangerous dog or wild animal attacking/threatening a human		Y			Not Addressed	No report required
Evacuation of Family Member(s) from Qtrs or Soldier(s) from barracks		Y			Not Addressed	No report required
Fire resulting in damage or destruction to Family Housing or Govmnt property	Y		Y		Y (2i)	3a or 2 (250K)
Firearm-discharge (non-training)		Y			Y (2o)	
Firearm incident causing injury/death	Y		Y		Y (2o)	2
HAZMAT or environmental Incident	Y		Y		Not Addressed	3a
Hostage Situation	Y		Y		Not Addressed	2
Incident/misconduct involving a USAG MSG/GS-13 or above	Y		Y		Not Addressed	3a
Injury of USAG employee while on duty requiring hospitalization		Y		Y	Not Addressed	3b
Intelligence Collection; Cyber threat	Y				Y (2i)	3 (USMA Req)
Kidnapping on West Point	Y			Y	Y (2p)	2
Missing child from Installation Housing or USAG facility		Y			Not Addressed	No report required
MEDEVAC (aerial) on West Point	Y				Not Addressed	No report required
Racial/Ethnic criminal act-Hate Crime	Y			Y	Y (1e)	2
Rape/Sexual Assault	Y		Y		Y (2y)	3a
Riots, demonstrations on/off post	Y		Y		Y (2aa, 2j)	1
Request from outside partners for immediate assistance from WP		Y		Y	Not Addressed	3b
Security Breach (Arms Rm, COMSEC)	Y		Y		Y (2b)	2
Suicide/attempts	Y		Y		Y (1n,1o,2ss)	3b
Terrorist threats or actual incidents	Y		Y		Y (2ii)	1
Theft of sensitive Items-lost/missing		Y		Y	Y (2gg)	2 (USMA Req)
Training accidents with injuries/death	Y		Y		Y (2jj)	2