



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3RD BATTALION, 2ND AIR DEFENSE ARTILLERY REGIMENT
3906 MOW WAY ROAD
FORT SILL, OKLAHOMA 73503

AFVL-RTB-BC

14 May 2015

MEMORANDUM FOR ALL 3-2 ADA BN PERSONNEL

SUBJECT: Policy Letter #7: Serious Incident Reporting (SIR) and Command Interest Reporting (CIR)

1. The purpose of this policy letter is to re-emphasize and codify the importance of reporting incidents of interest to this battalion, 31st ADA BDE, and Headquarters Fires Center of Excellence (FCoE).
2. Commanders are responsible for reporting all incidents in an accurate and timely manner. Commanders will telephonically notify the Battalion Commander and the Battalion Executive Officer of all reportable incidents within reporting time requirements prescribed. Written SIRs and CIRs will be sent to, reviewed by, and submitted by the Battalion Executive Officer.
3. A Serious incident is defined as an actual incident, accident, act of misconduct or condition (either criminal or non-criminal) that warrants timely notification to the chain of command because of its nature, gravity, publicity, or potential readiness consequences. Command interest reports are defined as those incidents or events which are important in nature to the commander but not reportable as SIRs.
4. A quick reference guide to serious and command interest incidents that must be reported is attached as Enclosure 1. SIRs/CIRs will be categorized into three categories for report timing:
 - a. Category 1 (Flash): Immediate telephonic notification to the Battalion Commander for any Category 1 incidents and CCIR, listed in Enclosure 2 – SIR Smart Card . Commanders will immediately follow-up with a written OPREP via email to the Battalion Executive Officer.
 - b. Category 2 (Immediate): Telephonic/email notification to Battalion Commander no later than 1hr, 30 mins after incident or discovery for Category 2 incidents listed in Enclosure 2 – SIR Smart Card. Chain of command will develop the situation with urgency. Commanders will send a written OPREP via email to the Battalion Executive Officer immediately after notification to the Battalion Commander.
 - c. Category 3 (Routine): Telephonic/e-mail notification to Battalion Commander no later than 7 hours after incident or discovery for Category 3 incidents listed in Enclosure 2 – SIR Smart Card. Commanders will send a written OPREP to the BN Executive Officer via email immediately after notification to the Battalion Commander.

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5. The format for completing OPREPs is included as Enclosure 3. Timely, follow up reports for SIRs are required (as the situation develops or relevant updates are determined) until otherwise specified by the Battalion Commander/Executive Officer to terminate written update reports.

6. 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"]-[MACOM of reporting unit].

a. Example – SILL011200OCT14-1-TRADOC.

7. A copy of this policy will be permanently posted on unit bulletin boards and inclusive in Charge of Quarters and Battalion Staff Duty Standard Operating Procedures. Unit Commanders will ensure each Leader is briefed on the provisions and conditions of this policy.



MATTHEW W. DALTON

LTC, AD

Commanding

3 Encls

1. SIR & CIR Reportable Incidents

2. Fort Sill & 3-2 ADA Reportable Incidents

3. OPREP Format

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ENCLOSURE 1: SIR & CIR Reportable Incidents

SIR & CIR Categorization:

CATEGORY 1 (SIR): FLASH (Any hour, immediate telephonic notification to BN CDR and BN XO; written SIR submitted immediately to the BN XO)

- Actual or alleged incidents of rape or sexual assault.
NOTE: When sexual assault victims elect the restricted reporting option, report only the following sections: the reporting individual's name (unit representative) date of initial report, installation name, and summary of incident. Write "Restricted report/Sexual Assault" in the summary of incident section. All other sections to remain blank.
- Any death of a Service Member that occurs on or off the installation.
- Death of a Family member or DA Civilian that occurs on installation, except for deaths occurring due to natural causes.
- Death of a Family member or DA Civilian that occurs off the installation when the death is suspected to be criminal in nature.
- Serious injury or illness to a Soldier or DA Civilian that creates a danger of loss of life, limb, or eyesight.
- Life threatening injury or illness of a Family member.
- Suicide (all overt acts of self-destructive behavior that result in death) or attempted suicide (all overt acts of self-destructive behavior that does not result in death) by a Soldier, Family member or DA Civilian on installation and suicide or attempted suicide by a Soldier occurring off the installation.
- Criminal Activity
 - Serious crimes (ie: aggravated assault, sexual assault, kidnapping, larceny exceeding \$50,000 and murder or attempted murder committed by or against a Soldier, Family member or DA Civilian)
 - Major fires, arson, and natural disasters resulting in death, serious injury, or property damage exceeding \$50,000.
 - Racially or ethnically motivated criminal acts.
- Property theft/loss
 - Property damage or loss of property or equipment exceeding \$50,000.
 - Theft, suspected theft, loss, wrongful appropriation, or willful destruction of government property valued at more than \$50,000.
 - Theft, suspected theft, loss or recovery of sensitive items, and the discovery of loss of accountability (ie: night vision devices, classified material and controlled cryptographic items).
- Wrongful possession, manufacturing, and distribution of narcotics, stimulants, depressants, hallucinogens, anabolic steroids, and chemicals used in the illicit production of controlled substances; to include synthetic drugs.
- Arms, ammunition, and explosives (AA&E). Theft, suspected theft, loss, or recovery of weapons, explosives, and munitions. Additionally, report actual or attempted AA&E break-ins of arms rooms or storage areas.
- Information system intrusions (both suspected and confirmed), to include incidents of hacking.

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- Any incident of lost, stolen, or compromised Personally Identifiable Information (PII) in electronic or physical form.
- Any release of a hazardous substance (to include fuel and petroleum) resulting injury, death, evacuation of facilities, or potential severe degradation of the environment.
- Change in threat or force protection condition.
- Any incident of a bomb threat.
- Any incident, event, or accident that may generate negative publicity for the unit, installation, and/or United States Army.

CATEGORY 2 (SIR): IMMEDIATE (Any hour, telephonic notification to BN CDR within 1hr, 30 mins of incident or discovery; written SIR submitted to the BN XO immediately after notification of the BN CDR)

- Suicide ideation or gesture by a Soldier or Family member.
- Driving under the influence (DUI) or driving while intoxicated (DWI) arrest or change of Soldier.
- Actual or alleged instances of child or spouse abuse involving Soldier or Family member.
- Training accident 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.
- Any damage to government property estimated at over \$10,000 but less than \$50,000.
- On post or off post non-training related firearm incident involving a Soldier.
- Minor release of HAZMAT (5 gallons or less).
- Any class A or B ground incident.
- Hospitalization of a Soldier for greater than 24 hours.
- Soldier unaccounted for or AWOL.

CATEGORY 3 (CIR): ROUTINE (Any hour, telephonic notification to BN CDR within 7hrs of incident or discovery; written SIR submitted to the BN XO immediately after notification of the BN CDR)

- Any births to Soldiers and Family members in the command.
- Red Cross Messages for Soldiers assigned, attached, or in direct support to the battalion.
- Arrest for criminal activity other than what is listed in Category 2.
- Any non life threatening/maiming injury to a Soldier in the line of duty.
- Family member admitted into hospital care that will exceed 24 hours.
- Battery/Battalion non-mission capable with ETRO greater than 4 hours. (This is for home station; categorization changed to Category 1 when deployed).

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ENCLOSURE 2: FCoE Serious Incident Smart Card

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-acc@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.
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 TRADOC Reg 350-6, 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

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				(b) Serious or catastrophic failure to an operating system at a facility that has been licensed by a state or Federal regulatory agency. (See AR 200-1, 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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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.
2.1	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 AR 710-2) (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 in Para 4-2.8.
2.9	20	2.i	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 of 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 AR 381-10, 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 AR 40-5, paragraph 2-18d, for DOD reportable medical events.

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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 DA Pam 600-24 for suicide prevention information.)
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. (See Para 4-2.29 for specifics.)
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 (see Para 4-2.32 for details).
2.28	50	2.t	Child abuse and domestic violence. (See Para 4-2.40 for specifics).
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.

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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.incom.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 II)
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 (See details in Para 4-3.14.)
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.

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3-2 ADA BN Policy Letter #7 SIR & CIR REPORTABLE INCIDENTS	
CAT 1 (SIR)	FLASH (Any hour, immediate telephonic notification to BN CDR and BN XO; written SIR submitted immediately to the BN XO)
1.1	Actual or alleged incidents of rape or sexual assault. <i>NOTE: When sexual assault victims elect the restricted reporting option, report only the following sections: the reporting individuals name (unit representative) date of initial report, installation name, and summary of incident section. All other sections remain blank</i>
1.2	Any death of a Service Member that occurs on or off the installation.
1.3	Death of a Family Member or DA Civilian that occurs on installation, except for deaths occurring due to natural causes.
1.4	Death of a Family Member or DA Civilian that occurs off installation, when the death is suspected to be criminal in nature.
1.5	Serious injury or illness to a Soldier or DA Civilian that creates a danger of loss of life, limb or eyesight.
1.6	Life threatening injury or illness of a Family Member
1.7	Suicide (All overt acts of self-destructive behavior that result in death) or attempted suicide (all overt acts of self destructive behavior that does not result in death) by a Soldier, Family Member or DA civilian on installation and suicide or attempted suicide Soldier occurring off the installation.
1.8	Criminal Activity <ul style="list-style-type: none"> o Serious crimes (ie: aggravated assault, sexual assault, kidnapping, larceny exceeding \$50,000 and murder or attempted murder committed by or against a Soldier, Family Member or DA civilian). o Major fires, arson and natural disasters resulting in death, serious injury, or property damage exceeding \$50,000. o Racially or ethnically motivated criminal acts.
1.9	Property theft/loss <ul style="list-style-type: none"> o Property damage or loss of property or equipment exceeding \$50,000. o Theft, suspected theft, loss, wrongful appropriation, or willful destruction of government property valued at more than \$50,000. o Theft, suspected theft, loss or recovery of sensitive items, and the discovery of a loss of accountability (ie: night vision devices, classified material and controlled cryptographic items).
1.10	Wrongful possession, manufacturing, and distribution of narcotics, stimulants, depressants, hallucinogens, anabolic steroids, and chemicals used in illicit production of controlled substances; to include synthetic drugs.
1.11	Arms, ammunition, and explosives (AA&E). Theft, suspected theft, loss or recovery of weapons, explosives, and munitions. Additionally report actual or attempted AA&E break-ins of arms rooms or storage areas.
1.12	Information systems intrusions (both suspected and confirmed), to include incidents of hacking.
1.13	Any incident of lost, stolen, or compromised Personally Identifiable Information (PII) in electronic or physical form.
1.14	Any release of hazardous substance (to include fuel and petroleum) resulting in injury, death, evacuation of facilities, or potential severe degradation of the environment.
1.15	Change in threat or force procreation condition.
1.16	Any incident of a bomb threat.
1.17	Any incident, event, or accident that may generate negative publicity for the unit, installation, and/or United States Army.
CAT 2 (SIR)	IMMEDIATE (Any hour, telephonic notification to BN CDR within 1hr, 30 mins of incident or discovery; written SIR submitted to the BN XO immediately after notification of the BN CDR)
2.1	Suicide ideation or gesture by a soldier or Family Member.
2.2	Driving under the influence (DUI) or driving while intoxicated (DWI) arrest or charge of Soldier.
2.3	Actual or alleged instances of child or spouse abuse involving Soldier or Family Member.
2.4	Training accident involving groups of Soldiers, any incident involving a weapon during training, any incident considered to be unusual in nature, or any incident involving the hospitalization of a Soldier.
2.5	Any damage to government property estimated at over \$10,000 but less than \$50,000.
2.6	On post or off post non-training related firearm incident involving a Soldier.
2.7	Minor release of HAZMAT (5 gallons or less).
2.8	Any Class A or B ground incident.

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SUBJECT: Policy Letter #7: Serious Incident Reporting (SIR) and Command Interest Reporting (CIR)

2.9	Hospitalization of a Soldier for greater than 24 hours.
2.10	Soldier unaccounted for AWOL.
CAT 3 (CIR)	ROUTINE (Any hour, telephonic notification to BN CDR within 7hrs of incident or discovery; written SIR submitted to the BN XO immediately after notification of the BN CDR)
3.1	Any births to Soldiers and Family Members in the command.
3.2	Red Cross Messages for Soldiers assigned, attached, or in direct support to the battalion.
3.3	Arrest for criminal activity other than what is listed in Category 2.
3.4	Any non life threatening/maiming injury to a soldier in the line of duty.
3.5	Family member admitted into hospital care that will exceed 24 hours.
3.6	Battery/Battalion non-mission capable with ETRO greater than 4 hours. (this is for home station; categorization changes to Category 1 when deployed).

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ENCLOSURE 3: OPREP Reporting Format

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

NOTE 2: When sexual assault victims elect the restricted reporting option, report only the following sections: the reporting individual's name (unit representative) date of initial report, installation name, and summary of incident. Write "Restricted report/Sexual Assault" in the summary of incident section. All other sections to remain blank.

From: CDR UNIT, Ft Sill, OK//UIC//
TO: CDR 3-2 ADA BN, Ft Sill, OK//WAG7AA//

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

1. Category: 2
2. Type of incident: Heat Stroke/Death
3. Date/time of incident/DTG Received in EOC: 01 1100 July 12 / 01 1000 July 02
4. Location: Building 6017
5. Other information:
 - a. Racial: no
 - b. Trainee involvement: yes
6. Personnel involved:
 - a. Subject
 - (1) Name: Doe, John
 - (a) Pay grade: PV2
 - (b) SSN: xxx-5678
 - (c) Race: White
 - (d) Sex: Male
 - (e) Age: 18
 - (f) Position: Trainee
 - (g) Security Clearance: S
 - (h) Unit and station: A Btry, 1-31 FA (TRADOC)
 - (i) Duty Status: Present

(Information required if there is a Victim)

 - b. Victim
 - (1) Name: Doe, Jane
 - (a) Pay grade: PVT
 - (b) SSN: xxx-xx-1234
 - (c) Race: White
 - (d) Sex: Female
 - (e) Age: 18
 - (f) Position: Trainee
 - (g) Security Clearance: S
 - (h) Unit and station: A Btry, 1-31 FA (TRADOC)
 - (i) Duty Status: Present

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7. Summary of incident: At approximately 010730 Jul 07, 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 010845 Jul, PV2 Doe went into massive renal failure and died.

8. Remarks:

- a. Next of Kin Notification: Yes, parents
- b. Soldier Deployed w/i last year (include DEROS & Operation): Yes (APR 10;OEF)
- c. Were seatbelts worn: N/A
- d. Was alcohol involved: N/A
- e. Was personal protective gear/equipment worn: N/A
- f. Any previous medical history: UNK
- g. Were Combat Lifesavers present: Yes
- h. Was CPR performed at the scene: No
- i. Anyone notice anything different concerning Soldier's performance: Yes. Unstable, ungainly gait.
- j. Times leading up to Soldiers Death:
 - (1) Time CPR started: 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
- 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/ last year):

9. Publicity: None expected at this time

10. Commander Reporting: RNK, Name

11. Point of Contact: Rank Name, Title, Phone #, Email

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