



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

AFVL-RTB-BC

12 June 2019

MEMORANDUM FOR All Soldiers Assigned/Attached to the 3-2 ADA Battalion

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. 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. 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. 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. 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. 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. Unit Commanders will ensure each Soldier is briefed on the provisions and conditions of this policy during the Soldier's initial unit orientation.

LOURDES A. COSTAS
LTC, AD
Commanding