

Department of the Army  
Headquarters, USAFCoEFS  
455 McNair Avenue, Suite 100  
Fort Sill, Oklahoma 73503  
01 October 2018

\*USAFCoEFS Regulation 1-8

Administration  
**Reporting Procedures**

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**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 USAFCoEFS 1-8, 4 November 2014.

## **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. Related publications and forms are listed in Appendix C.
- 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) for 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 geographic location outlined in AR 190-45, Chap 8. When an 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 DOD ID number. 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. See Appendix D - FCoE Commander and Senior Staff Wake-Up Criteria for further instructions.

**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 and/or Chief of Staff regardless of time of day for any Category 1 SIR/OPPREP incident and CCIR, listed in Appendix B – Fort Sill Reportable Incidents. Units will immediately follow-up with a written SIR via email within 2 hours after incident or discovery to the FSOC at [usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil](mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil) and by calling the FSOC at 580-442-3239/3240/3241.

b. CCIR incidents will be reported by the FSOC as required by higher headquarters reporting guidance as outlined in Appendix B – Fort Sill Reportable Incidents and Appendix D - FCoE Commander and Senior Staff Wake-Up Criteria.

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

a. Commanders and Directors will follow prescribed actions in Appendix D - FCoE Commander and Senior Staff Wake-Up Criteria. They are required to report incidents that fall under the Category 2 criteria, listed in Appendix B – Fort Sill Reportable Incidents, with a written OPREP submitted no later than 4 hours after the incident or discovery to the FSOC. Send all reports via email to [usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil](mailto: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 at [usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil](mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil).

b. OPREPs for Category 3 Serious incidents are reviewed by the FSOC, cleared appropriately and distributed as required. CAT 3 SIRs 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 included in Appendix A. OPREPs will be submitted independent of commanders or directors notifying the SC of reportable incidents as outlined in in Appendix D - FCoE Commander and Senior Staff Wake-Up Criteria.

b. OPREP numbering will be in accordance with TRADOC numbering conventions. OPREPs will be named SIR Category number [2.18], [installation, DTG of incident]-[report version, 1 for initial report, until the final report]-[ACOM of reporting unit] (Initial/Update/Final).

Example – Number SILL010730JUL18 -1-TRADOC (Initial/Update/Final).

c. The OPREP will be submitted by email to [usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil](mailto: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, location of incident, etc.). As needed, commanders will submit an update after the Initial report, including command response to the incident, with subsequent reports 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 FCoE Chief of Staff, who will review the OPREP and notify the approval list via email and/or telephone.

b. Category 1 incidents require notification IAW Appendix D - FCoE Commander and Senior Staff Wake-Up Criteria by the reporting commander to the USAFCoEFS CG and/or CoS. Units will follow all telephonic notifications with a written SIR via email to the FSOC and 5W email to the FCoE Senior Leadership. 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 CoS, DCoS and Director G3/5/7 will approve the SIR/OPREP to forward to the appropriate ACOM. All incidents and reporting will follow notification criteria in Appendix D - FCoE Commander and Senior Staff Wake-Up Criteria.

d. Category 3 incidents will be reviewed by 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, Director G3/5/7, G3/5/7 CSM, G33, Director CPG, Director DPTMS, Field Artillery (FA) Commandant, FA CSM, Air Defense Artillery (ADA) Commandant, ADA CSM, RAHC Deputy Commander, Provost Marshal and DES Director.

c. OPREPs involving the death or very serious injury of an 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 FCoE Chief of Staff approves changes 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 Eustis VA//ATTG-ZOO  
usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil  
Info: IMCOM Opns Ctr

Subj: OPREP Number SILL010730JUL18 -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: 010730JUN18 / 011100JUN18
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) DOD ID #: 1234567890
      - (c) Race: White
      - (d) Sex: Male
      - (e) Age: 18
      - (f) Position: Trainee
      - (g) Security Clearance: S
      - (h) Unit and station: 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) DOD ID #:
      - (c) Race:
      - (d) Sex:
      - (e) Age:
      - (f) Position:
      - (g) Security Clearance:
      - (h) Unit and station:
      - (i) Duty Status:

7. Summary of incident: At approximately 010730JUN18, 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 010845JUN18, PV2 Doe went into massive renal failure and died.

8. Remarks:

- a. Next of Kin Notification: YES, parents, 021245JUN18 or NO
  - b. Soldier Deployed w/i last year (include DEROS): YES (APR 10) 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 Vlasic, 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	<b>Category 1 Serious Incidents / Commander's Critical Information Requirement:</b> Commanders, Directors will immediately contact the SC or Chief of Staff (See Appendix D). Units immediately follow-up with 5Ws to FCoE Senior Leaders and SIR via email to usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil.
1.1	1.a	1.a	On- and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.
1.2	1.b	1.b	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	1.c	1.c	Requests by members of the Army for political asylum in foreign countries or indications of defection.
1.4	1.d	1.d	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	1.e	1.e	Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.
1.6	1.f	1.f	Incidents involving material damage that seriously degrade unit operational or training readiness.
1.7	1.g	1.g	Threats against Government weapons and ammunition.
1.8	1.h	1.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 U.S. Secret Service protection.
1.9	N/A	N/A	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	3.1	N/A	Training use of riot control agent or chemical/biological stimulants outside of established parameters.
1.11	1.i	1.i	Any actual or alleged Biological select Agents and Toxins (BSAT) and Chemical Agents or Research Chemical Agent incident.
1.12	1.j	1.j	<p><u>Accidents</u> / incidents involving Army chemical agent or research chemical agents. listed below will be reported:</p> <p>(1) The theft, loss, recovery, suspected theft, inventory shortage or overage, wrongful disposition, and unauthorized use and/or destruction of Army chemical agents or Army research chemical agent.</p> <p>(2) Attempts to steal or divert Army chemical agents or Army research chemicals outside of physical security controls.</p> <p>(3) Mishaps that result in observable or known occupational exposures to Army chemical agents due to failure of personal protective equipment (PPE) to provide protection (such as malfunctions, improper, or inadequate use of PPE).</p> <p>(4) Other Army chemical or Army research chemical agent incidents not identified above that the commander determines to be of immediate concern to HQDA based upon the nature, gravity, potential for adverse publicity, or potential consequences of the incident.</p>
1.13	3.2	N/A	Any Soldier, Family Member, or DA Civilian who commits a serious crime that involves murder/attempted murder.
1.14	2.n	2.n	Kidnapping.

FCoE Cat	TRADOC Cat	IMCOM Cat	<b>Category 1 Serious Incidents / Commander's Critical Information Requirement:</b> Commanders, Directors will immediately contact the SC or Chief of Staff (See Appendix D). Units immediately follow-up with 5Ws to FCoE Senior Leaders and SIR via email to <a href="mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil">usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil</a> .
1.15	2.q	2.q	Training and troop movement accidents resulting in serious injury or death to a non-Department of the Army entity.
1.16	2.m	2.m	Deaths, except for those occurring due to natural causes (such as pre-existing illness, disease or medical condition, to include hospice care) in medical treatment facilities, all deaths occurring on Army installations must be reported, including but not limited to: accidents, homicides, suicides, highly communicable and lethal diseases, or other incidents. All deaths of Soldiers, regardless of duty status, that occur off the installation will be reported. Additionally, deaths of Family members that occur off the installation, which are deemed to be criminal in nature, will be reported. If the manner of death of Soldier or family member is unknown, the incident will be reported as "undetermined manner of death" and the manner of death will be updated by add-on SIR as soon as determined. Next-of-kin notification, use of seatbelt and PPE, and alcohol or drug use will be included in the initial SIR or updated accordingly in the add-on SIR. DA form 1156 must be submitted to the Casualty Assistance Center (CAC)
1.17	N/A	3.a	Any Death of a Soldier, DA Civilian, Contractor, or their immediate family member residing on or off the installation <u>due to natural causes or under a doctor's care</u> . DA form 1156 must be submitted to the Casualty Assistance Center (CAC)
1.18	2.u	2.u	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	2.t	2.t	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). This paragraph also applies to incidents of child abuse occurring within the family unit which involve the use of a weapon (for example, 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.
1.20	CCIR	3.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.
1.21	3.11	N/A	Trainee abuse or platoon sergeant, drill sergeant, recruiter, ROTC/junior ROTC cadre misconduct. (a) Allegations of trainee abuse as defined in TRADOC Regulation 350-6, (any improper or unlawful physical, verbal, or sexual act against a trainee; or acts involving a trainee against trainee). Trainee abuse, platoon sergeant, and drill sergeant misconduct will be reported in accordance with TRADOC Regulation 350-6. (b) Allegations of platoon and drill sergeant misconduct not related to trainee abuse.

FCoE Cat	TRADOC Cat	IMCOM Cat	<b>Category 1 Serious Incidents / Commander's Critical Information Requirement:</b> Commanders, Directors will immediately contact the SC or Chief of Staff (See Appendix D). Units immediately follow-up with 5Ws to FCoE Senior Leaders and SIR via email to usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil.
1.22	3.12	3.g	Environmental accidents or incidents at an installation with a TRADOC SC 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. Examples include spills of petroleum, oil, and lubrication products into storm drains or waterways; release of substances such as chlorine gas and other hazardous substances in reportable quantities or greater, as defined in Federal, state, and local regulations; or when effects cause illness to the exposed individual(s). (b) Serious or catastrophic failure to an operating system at a facility that has been licensed by a state or Federal regulatory agency (for example, sewage treatment plant, drinking water treatment plant, hazardous waste treatment or storage facility, etc.). Particularly, if provisions in the permit and/or governing regulations require timely reporting to the regulatory agency with oversight authority, and it is reasonable to expect an enforcement action will follow. Notices of violations require coordination with Army legal counsel. (See AR 200-1, para 2-3, for notices of violation).
1.23	FFIR	3.j	Any change in FPCON baseline directed by Senior Commander or if contacted by NORTHCOM/ARNORTH via blue dart/white pinnacle message.
1.24	3.13	N/A	Incidents/accidents involving international students and international staff assigned to TRADOC commands, schools, centers, or activities. Reportable incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death.
1.25	ARNORTH		Possible insider threat, Active Shooters or workplace violence
1.26	N/A	N/A	Missing Person
1.27	N/A	3.d	Imminent or forecasted natural or man-made disaster impacting IMCOM Installation (Tornado warning, earthquake, flooding, winter weather (causing closure or delay), major brush or wild fires.
1.28	2.y	2.y	Any other incident, event, or accident that may generate adverse publicity for the Army, USAFCoEFS, TRADOC or IMCOM and Fort Sill.
1.29	N/A	N/A	Any situation caused by lack of resources or support creating an immediate life, health, or safety issue.

FCoE Cat	TRADOC Cat	IMCOM Cat	<b>Category 2 Serious Incidents:</b> Commanders and Directors will report any of incident falling under the Category 2 criteria with a written OPREP submitted no later than 4 hours after the incident or discovery to the FSOC via email at <a href="mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil">usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil</a> and by calling the FSOC at 580-442-3239 / 3240 / 3241.
2.1	2.a	2.a	Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than <u>\$100,000.</u>
2.2	2.b	2.b	Theft, suspected theft, negligence, or conflict of interest involving Government non-appropriated funds or property valued at more than \$100,000.
2.3	2.c	2.c	Racially or ethnically motivated criminal acts.
2.4	2.d	2.d	Loss, theft, wrongful disposition, willful destruction, or mismanagement of the following (a) Evidence as part of a law enforcement investigation. (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 21 USC 13 (The Comprehensive Drug Abuse Prevention and Control Act of 1970) as Schedules I, II, III, IV, and V controlled substances. Schedules 2 through 5 drugs are Government-controlled medical substances and are identified as R and Q, controlled, medical items in the Federal Supply Catalog. Schedule I drugs, as identified in the act, are only used by DOD for research, and are not available through the supply system.
2.5	2.e	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	2.f	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	2.g	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	2.h	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

FCoE Cat	TRADOC Cat	IMCOM Cat	<b>Category 2 Serious Incidents:</b> Commanders and Directors will report any of incident falling under the Category 2 criteria with a written OPREP submitted no later than 4 hours after the incident or discovery to the FSOC via email at <a href="mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil">usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil</a> and by calling the FSOC at 580-442-3239 / 3240 / 3241.
2.9	2.i	2.i	Actual or attempted break-in of arms rooms / storage areas for AA&E
2.10	2.j	2.j	Armed robbery or attempted armed robbery of AA&E
2.11	2.k	2.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.
2.12	2.l	2.l	Aggravated arson.
2.13	2.o	2.o	Major fires or natural disasters involving death, serious injury, property damage in excess of \$250,000, or damage that seriously degrades unit operational or training capabilities.
2.14	2.p	2.p	Group breaches of discipline involving 10 or more persons who collectively act to defy authority.
2.15	2.r	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.
2.16	2.s	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).
2.17	2.v	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.
2.18	2.w	2.w	Incidents involving firearms that cause injury or death.
2.19	ARNORTH		Any incident involving a Service Member, Family Member and DOD Civilian in possession of unregistered Weapons and or Ammunition.
2.20	ARNORTH		Any incident involving any person in possession of an unregistered weapons and or ammunition on DOD owned or lease facilities.
2.21	2.x	2 x	Federal crimes reported under AR 381-10, when 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.
2.22	3.2	N/A	Serious crime (that is, aggravated assault, any unrestricted sexual assault not covered under FFIRs, larceny exceeding \$50,000, and murder or attempted murder) on or off the installation committed by or against a TRADOC Soldier, dependent, DA Civilian, contractor, future Soldier, or contracted Senior Reserve Officer Training Corps (ROTC) Cadet. This also applies to any Senior ROTC cadet while in training status. Additionally, all sexual assault cases are required to be entered into Defense Sexual Assault Incident Database (DSAID) upon notification and the DSAID number entered in the SIR line 13, or "Unknown" for each case entered.

FCoE Cat	TRADOC Cat	IMCOM Cat	<b>Category 2 Serious Incidents:</b> Commanders and Directors will report any of incident falling under the Category 2 criteria with a written OPREP submitted no later than 4 hours after the incident or discovery to the FSOC via email at <a href="mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil">usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil</a> and by calling the FSOC at 580-442-3239 / 3240 / 3241.
2.23	3.3	N/A	Significant environmental injury to a TRADOC Soldier, dependent, or DA Civilian that could impact or potentially impact TRADOC 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.
2.24	3.4	N/A	Communicable illnesses that exceed the expected baseline for those illnesses and unusual illnesses. Consult with the local medical treatment facility.
2.25	3.5	N/A	Suicide attempts (all overt acts of self-destructive behavior that do not result in death) occurring on a TRADOC SC installation and suicide attempts by a Soldier, or DA Civilian occurring off TRADOC installations. If suicide or attempted suicide involves a Soldier attending Initial Entry Training (Basic Combat Training, One Station Unit Training, Warrior Transition Course, Advanced Individual Training, and Officers Initial Entry Training) then indicate initial entry training status in the SIR summary of incident section. (See DA Pamphlet (DA Pam) 600-24 for suicide prevention information).
2.26	3.6	N/A	Aircraft accident or incident (Class B, C, and D). Any type of aircraft accident or incident that causes damage to aircraft or injury to personnel (manned or unmanned). Reporting requirements extend to tenant or transient aircraft from another service or command using TRADOC facilities or land in the geographic area of responsibility.
2.27	3.7	N/A	Command, Control, Communications, and Computers (C4) outages. All installation operation centers and TRADOC activities will report planned and unplanned degradations of C4 capabilities (as defined in TRADOC 1-8, paragraph F-1). A reportable C4 degradation is: (a) The loss of 50 percent or greater of a specific communications capability listed in paragraph F-1 lasting longer than 2 hours. (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.
2.28	3.8	N/A	Major installation utilities/interruptions that impact operations and training.
2.29	3.9	N/A	Suspected or confirmed information system incidents or intrusions. Incidents or events to be reported are defined in AR 25-2, para 4-21.



FCoE Cat	TRADOC Cat	IMCOM Cat	<b>Category 2 Serious Incidents:</b> Commanders and Directors will report any of incident falling under the Category 2 criteria with a written OPREP submitted no later than 4 hours after the incident or discovery to the FSOC via email at <a href="mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil">usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil</a> and by calling the FSOC at 580-442-3239 / 3240 / 3241.
2.30	3.10	N/A	<p>PII breaches. This applies to all Soldiers and Civilian personnel assigned, attached, detailed, or on temporary duty with TRADOC organizations that control or collect PII. See paragraph 3-1e.</p> <p>(a) Personal information. Information about an individual that identifies, links, relates, or is unique to, or describes him or her, for example, a Social Security Number (SSN); age; military rank; civilian grade; marital status; race; salary; home/office phone numbers; other demographic, biometric, personnel; medical; and financial information, etc. Such information is also known as PII (that is, information which can be used to distinguish or trace an individual's identify such as their name, SSN, date and place of birth, mother's maiden name, and biometric records including any other personal information which is linked or linkable to a specified individual. This information can be in hard copy (paper copy files) or electronic format, stored on personal computers, laptops, and personal electronic devices such as Black Berries and found within databases. This includes, but is not limited to, education records, financial transactions, medical files, criminal records, or employment history.</p> <p>(b) PII breach. A loss of control, compromise, unauthorized disclosure, 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 websites (except in the case of approved public affairs releases in accordance with AR 360-1, paragraph 5-3); sending via e-mail to unauthorized recipients; providing hard copies to individuals without a need to know; loss of electronic devices or media storing PII (for example, laptops, thumb drives, compact discs, etc.); use by employees for unofficial business and all other unauthorized access to PII.</p>
2.31	N/A	3.e	<p>Any incident occurring in a CYS Services program or facility that include:</p> <ol style="list-style-type: none"> <li>1. Injury to a child/youth sustained on a CYS Services program or facility that result 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 (3) days.</li> <li>2. Child neglect or physical or sexual abuse allegations resulting in arrest of any person working or volunteering in any CYS Services program, even if the allegations did not involve a child enrolled in a CYS Services program.</li> <li>3. Any substantiated child neglect or abuse charge.</li> <li>4. Revocation or deferment of accreditation for any CDC or School age Center.</li> </ol>
2.32	N/A	3.f	<p>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&amp;E) and all 3-star or 3-star equivalent and above personnel or elected/appointed Government Officials.</p>
2.33	N/A	3.m	<p>Any issue involving; SFAC, CDC/CYSS facility, any Barracks, Chapels or Billeting issues, or any congressional inquiries/visits or any public affairs issues (positive or negative) with a facility that presents a life, health, or safety issue.</p>
2.34	N/A	3.m	<p>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.</p>

FCoE Cat	TRADOC Cat	IMCOM Cat	<b>Category 2 Serious Incidents:</b> Commanders and Directors will report any of incident falling under the Category 2 criteria with a written OPREP submitted no later than 4 hours after the incident or discovery to the FSOC via email at <a href="mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil">usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil</a> and by calling the FSOC at 580-442-3239 / 3240 / 3241.
2.35	N/A	3.h	Any serious incidents / misconduct involving a senior IMCOM leader. (GS-15 and above).
2.36	N/A	3.l	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.



FCoE Cat	<b>Category 3 Serious Incidents:</b> 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 <a href="mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil">usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil</a> 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.
3.1	All Class A, Class B, or Class C ground accidents. Any unplanned event or series of events that results injury, or illness to personnel, or damage to or loss of equipment or property. Class C accident: (1) The resulting total cost of property damage is \$50,000 or more but less than \$500,000; (2) A nonfatal injury or occupational illness that causes 1 or more days away from work or training beyond the day or shift on which it occurred; or (3) Disability at any time (that does not meet the definition of Class A or Class B and is a day(s)-away-from-work case).
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 not requiring evacuation to RAHC or local hospital.
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 References**

TRADOC Reg 1-8 Operation Reporting 02 December 2014

Installation Management Command Regulation 190-45-1 21 September 2015

Army Regulation 190-30 Military Police Investigation 01 November 2005

Army Regulation 190-45 Law Enforcement Report 27 September 2016

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 U.S. Army Intelligence Activist 05 March 2007

Army Regulation 40-5 Preventative Medicine 25 May 2007

Department of Army Pam 600-24 Health Promotion Risk Reduction and Suicide Prevention 14 April 2015

Department of Army Pam 600-26 Department of the Army Affirmative Action Plan 23 May 1990

Appendix 1: CG TRADOC Commander's Specified Information Requirements (CCIR and EEFI) to Annex C (Operations) to OPORD 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)

**Appendix D**

<b>Fort Sill Commanding General Wake Up Criteria</b>		<b>CG</b>	<b>DtCG</b>	<b>CoS</b>	<b>G3/5/7</b>
<b>Current as of: 1 October 2018</b>					
<b>FCoE Commander's Critical Information Requirements (CCIR)</b>					
Training Accidents resulting in death or multiple serious injuries involving FSOK personnel (Military, Civilian or Immediate Family Members). <b>Immediate notification to DCG, TRADOC required – phone and 5Ws email</b>		<b>I</b>	<b>E</b>	<b>E</b>	<b>E</b>
Death or very serious injury (risk of loss of life, limb or eye sight) to personnel assigned to FSOK (Military, Civilian, or Immediate Family Member). <b>Immediate notification to DCG, TRADOC required – phone and 5Ws email</b>		<b>I</b>	<b>E</b>	<b>E</b>	<b>E</b>
Sexual Assault where a TRADOC Soldier in a position of Significant Trust and Authority (POSTA) is involved, i.e.: Drill Sergeant, Recruiters, PMSs, SARC/VA/SHARP personnel. <b>Immediate notification to DCG, TRADOC is required – phone and 5Ws email</b>		<b>I</b>	<b>E</b>	<b>E</b>	<b>E</b>
Credible threats to FSOK personnel or facilities that lead to FPCON changes. <b>Immediate notification to DCG, TRADOC is required – phone and 5Ws email</b>		<b>I</b>	<b>E</b>	<b>E</b>	<b>E</b>
Incidents that will result in negative media coverage or congressional interest. Only if negative national media is expected - <b>Immediate notification to DCG, TRADOC is required – phone and 5Ws email</b>		<b>I</b>	<b>E</b>	<b>E</b>	<b>E</b>
Natural disaster/extreme weather (example: wild fire, fire on FSOK or tornado) that has the potential to threaten lives or causes significant infrastructure damage		<b>I</b>	<b>E</b>	<b>E</b>	<b>E</b>
Incident of extreme violence (murder, kidnapping, suicide, terrorism or hostage situation) on FSOK or involving personnel assigned to FSOK.		<b>I</b>	<b>E</b>	<b>E</b>	<b>E</b>
Aviation Class A or B accident and/or incident involving an aircraft originating from HPAAF		<b>I</b>	<b>E</b>	<b>E</b>	<b>E</b>
Hazardous chemical incident causing injury or environmental incident to include but not limited to CBRN event.		<b>I</b>	<b>E</b>	<b>E</b>	<b>E</b>
Serious incident (example: DUI alcohol or drug arrest) of a Senior Leader (BN CDR/CSM or above)		<b>I</b>	<b>E</b>	<b>E</b>	<b>E</b>
Report of aggressive breed dog or aggressive behavior (charging, biting, mauling) by a dog on FSOK.		<b>FL</b>	<b>E</b>	<b>E</b>	<b>E</b>
FA/ADA Firing Incidents on FSOK.		<b>FL</b>	<b>E</b>	<b>E</b>	<b>E</b>
Change in readiness posture or activation of any GRF/Rapid deployable unit assigned to FSOK.		<b>FL</b>	<b>E</b>	<b>E</b>	<b>E</b>
MILAIR or DV flight activity at HPAAF or LFSRA		<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>
GO/FO (active and retired) presence or plans to visit		<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>
Congressional Investigations		<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>
<b>Other Reporting Requirements-Reportable SIRs IAW CHAP 8 &amp; 9, AR 190-45, TR 1-8, USAFCOEFS 1-8.</b>					
Category 1 SIR		<b>I</b>	<b>E</b>	<b>E</b>	<b>E</b>
Category 2 SIR		<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>
Category 3 SIR		<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>
Commander's Discretion: Incident is of immediate concern to FCoE		<b>CoS, G3/5/7 Determine message</b>			
<b>Notes:</b>					
<ul style="list-style-type: none"> <li>- Wake up criterial is supplemental guidance and does not eliminate or supersede SIR reporting requirements.</li> <li>- Commanders make final determination on other/additional matters that may require immediate notification to Senior Commander.</li> <li>- Send 5W emails To: CG; Cc: FCOE CSM, DtCG, CoS, DCoS, G3/5/7</li> <li>- If the CG is unavailable call the CoS, then G3/5/7 in sequential order until contact is made.</li> </ul>					
<b>Legend:</b>					
<b>I</b>	<b>Immediate, all hours Phone call; followed up with 5Ws</b>	<b>FL</b>	<b>First light 0600-0630, 7 Days a week Phone call; followed up with 5Ws</b>	<b>E</b>	<b>Generate an email</b>

## Glossary

### Abbreviations

**ACOM**

Army Command

**AMC**

Army Materiel Command

**APC**

Access Control Points

**CCIR**

Commander's Critical Information Report

**CDC**

Child Development Center

**CG**

Commanding 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 to Commanding 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-Appropriated 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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