



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON  
6105 WETZEL AVENUE, BUILDING 1435  
FORT CARSON, COLORADO 80913-4145

AFYB-CG

7 July 2023

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #2 – Commander's Critical Information Requirements and Serious Incident Reporting Procedures and Policy for 4ID and FCCO

1. Reference: 4th Infantry Division and Fort Carson – Commander's Critical Information Requirement (CCIR); IVY #1 – 36, 22 June 2023

2. Purpose. To provide 4ID and FCCO with Commander's Critical Information Requirements (CCIR), Serious Incident Reporting (SIR), and ensure proper reporting of incidents requiring higher headquarters involvement or notification.

3. Discussion. All personnel are responsible for reporting serious incidents outlined in the 4ID/FCCO CCIR Matrix (See Encl 1). The first Soldier with knowledge of an incident will immediately notify their Chain of Command. The Chain of Command is responsible for reporting the incident in accordance with Enclosure 1. The three categories and instructions for Serious Incident Reports (SIRs) are Immediate, Priority, and Routine.

a. Immediate - IVY #1 - #19 (Phone Call / 7Ws / IVY SIR Form) 1 - 4 Hours

1) Immediate SIRs require telephonic notification from the unit Commander to the appropriate Commander as soon as possible, but within **one hour** of the incident. The unit Commander will communicate the initial 7Ws via text and verbally (see Encl 3). The appropriate Commander, given operational requirements, may be the Commanding General (CG), Deputy Commanding General (DCG), or Division Command Sergeant Major (DCSM).

2) The BCT XO/S3 provides a parallel report via email with 7Ws to the Fort Carson Operations Center (FCOC) as soon as possible. The BCT XO/S3 additionally submits a completed IVY SIR Form (See Encl 2) within **four hours** of the incident to the FCOC.

b. Priority - IVY #20 - #25 (IVY SIR Form) 8 Hours

1) Priority SIRs require a completed IVY SIR Form (See Encl 2) submitted to the FCOC within **eight hours** of the incident. If the incident occurs on a non-duty day, the completed IVY SIR must be submitted within 24 hours of incident.

AFYB-CG

SUBJECT: Policy Letter #2 – Commander's Critical Information Requirements and Serious Incident Reporting Procedures and Policy for 4ID and FCCO

2) No direct notification from Command Teams to the Division Command Group is required.

c. Routine - IVY #27 - #36 (IVY SIR Form) 12 Hours

1) Routine SIRs require a completed IVY SIR Form (See Encl 2) emailed to the FCOC within **12 hours** of the incident. If the incident occurs during off-duty hours or on a non-duty day, the SIR must be submitted within 24 hours of the incident to the FCOC.

2) No direct notification from Command Teams to the Division Command Group is required.

4. Coordinating Instructions:

a. All IVY SIRs except IVY #23 and #26 (See Encl 1) are submitted to the FCOC in the 4ID Joint Operations Center to [usarmy.carson.imcom-central.mbx.fcoc@army.mil](mailto:usarmy.carson.imcom-central.mbx.fcoc@army.mil). Phone: 719-526-5500/3400.

b. Tenant / Separate units located on FCCO must parallel report to both 4ID and their unit headquarters.

c. The FCOC will format Ivy SIRs based on nature of event to fit Higher Headquarters formatting requirement and submit to III Corps, FORSCOM, or HQDA.

5. The point of contact for this memorandum is MAJ Wade M. Redenius at [wade.m.redenius.mil@army.mil](mailto:wade.m.redenius.mil@army.mil) or 719-337-9574.

3 Encls

1. 4ID CCIR MATRIX
2. IVY SIR Form Template
3. IVY 7W Template

  
DAVID S. DOYLE  
Major General, U.S. Army  
Commanding