



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

AFYB-CG

23 September 2025

MEMORANDUM FOR RECORD

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

1. 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.

2. 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 immediately notifies their Chain of Command. The Chain of Command is responsible for reporting the incident in accordance with Enclosure 1. The three categories for Serious Incident Reports (SIRs) are Immediate, Priority, and Routine.

a. Immediate – IVY SIR Form and notification (1 - 4 Hours)

(1) All Immediate SIRs require notification to the 4ID Commanding General (CG) and/or Chief of Staff (CoS) as soon as possible but no later than one hour after the incident. Unit Commanders communicate the 7Ws (Who, What, Where, When, Why, Way forward, Assistance Required) to the CG. There are three sub-categories of Immediate SIRs:

(a) Immediate/Wake Up (I/WU) SIRs (IVY 1, 10, 11) require Unit Commanders to immediately call the Commanding General (CG) with the 7Ws.

(b) Immediate/Phone Call (I/PC) SIRs (IVY 2, 6, 8, 13, 19) require Unit Commanders to call the Commanding General between 0500 and 2200 with the 7Ws.

(c) Immediate (I) SIRs (IVY 3, 4, 7, 9, 14, 15, 16) require a written message listing the 7Ws.

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(2) In parallel with command notifications, BDE XO/S3s submit a completed IVY SIR Form via the 4ID SIR Dashboard within four hours of the incident to the Fort Carson Operations Center (FCOC).

b. Priority - IVY SIR Form (8 Hours). Priority SIRs require a completed IVY SIR Form submitted through the 4ID SIR Portal 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. If the incident is an IVY 5, 20, 21, 22; Unit Commanders notify the CoS with the 7Ws via a written message no later than 8 hours after the incident.

c. Routine - IVY SIR Form (12 Hours). Routine SIRs require a completed IVY SIR Form through the 4ID SIR Portal 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. No direct notification from Command Teams to the Division Command Group is required.

3. Coordinating Instructions:

a. All IVY SIRs except IVY #23 and #26 (See Encl 1) are submitted via the 4ID SIR Dashboard. Contact the FCOC in the 4ID Joint Operations Center at usarmy.carson.imcom-central.mbx.fcoc@army.mil, or 719-526-5500/3400 for any dashboard issues.

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

c. The FCOC is responsible for the format of Ivy SIRs based on the nature of the event to fit all higher headquarters formatting requirements and submit as required

4. The point of contact for this memorandum is the MAJ Pierri, Michael at 719-503-0590 or by email at usarmy.carson.4-id.list.4d-chops@army.mil.



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