



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, FORT CAVAZOS
1001 761ST TANK BATTALION AVENUE
FORT CAVAZOS TX 76544-5002

AMIM-CAO (190-40a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Fort Cavazos Serious Incident Report (SIR) Reporting SOP

1. Reference:

a. Army Regulation (AR) 190-45, Law Enforcement Reporting, dated 27 Sep 16.

b. IMCOM Regulation (IR) 190-45-1, Serious Incident Reporting and Commanders Critical Information Reporting, dated 13 JUL 22.

c. Operations Order PW 23-02-0070 (III Armored Corps Commander Critical Information Requirements) dated 03 JAN 23.

2. Purpose. To provide guidance to all USAG Fort Cavazos personnel on the Garrison Commander's Serious Incident Reporting and "Wake Up" criteria.

3. Applicability. This SOP applies to all Civilians and military personnel assigned to, and / or, under the operational control of USAG Fort Cavazos.

4. Two separate reporting criteria exist. The first is "Wake-Up" criteria for the Fort Cavazos USAG Commander. The second is reporting criteria in accordance with (IAW) established regulatory and policy guidance (references 1a – c above).

a. "Wake-Up" Criteria. Report the following incidents immediately to the Garrison Commander, when known, telephonically or in person as appropriate 24 / 7. Directors and Office Chiefs will call the Garrison Commander and follow up within one hour of notification via email with 7Ws (who, what, when, where, why, what the unit is doing about it and what external assistance is required). Courtesy copy DPTMS Director, Chief Plans and Operations (P&O), OPS Chief and the Installation Operations Center (IOC) on email notification. These events constitute "Wake-Up" criteria and will be treated with a level of urgency during non-duty hours:

(1) Valid threats or actual acts of terrorism to the installation.

(2) Any breach, potential attack or threat against Fort Cavazos facilities or structures. This applies to unauthorized personnel breaches at Fort Cavazos Access Control Points (ACP). For example, if an unauthorized person drives through an ACP or perimeter gate without authorization and successfully evades security forces and / or Fort Cavazos Police.

(3) Death or serious injury involving loss of life, limb, or sight to any Garrison personnel (Service member, Civilian or immediate Family member).

(4) Any death on the Installation or death of a Garrison dependent off post deemed criminal in nature, except for deaths occurring due to natural causes such as pre-existing illness, disease or medical condition, to include hospice care in medical treatment facilities.

(5) Very serious injury of a senior leader on Fort Cavazos. i.e., any Presidentially appointed Department of the Army (DA) Civilian, any General Officer (GO), Senior Executive Service (SES) member or Sergeant Major of the Army (SMA).

(6) Bomb or explosion incident on the installation.

(7) Any fire on the installation involving death, serious injury or property damage (if unusable for intended mission / purpose).

(8) Any incident resulting in significant disruption to installation operations including electrical outage, water supply, sewage, heating, cooling or quality of life.

(9) Any instance of kidnapping or missing children of USAG personnel, Family member(s), Department of the Army Civilian(s) or contracted employee(s).

(10) Any incident, suspected or confirmed, involving a hate crime (racially, ethnically or religiously motivated criminal act).

(11) Implementation of Phantom Seal.

(12) Any Unaccounted Garrison Servicemembers. Any Servicemember determined to be Missing, Absent-Unknown, Absent Without Leave or Duty Status-Whereabouts Unknown.

(13) Any other incident a Director / Office Chief determines to be of concern to the Garrison Commander based on the nature, gravity and / or potential for adverse publicity.

b. Commander's Critical Information Requirements (CCIR) Reporting Criteria. The following incidents will be reported immediately to the Garrison Commander. Directors and Office Chiefs will call the Garrison Commander as appropriate during normal duty hours. Courtesy copy DPTMS Director, Chief P&O, OPS Chief and the IOC on email notification. If during non-duty hours, provide an email with 7Ws and follow-up telephonically or in person during duty hours:

(1) Anytime the Directorate of Emergency Services (DES) dispatches the Mobile Command Post.

(2) Serious incident or misconduct involving a senior Garrison employee (CSM / SGM, Field Grade Officer, GS-13 or equivalent and above).

(3) Any suicide attempt (Servicemembers anytime; Civilians on-duty only).

(4) Any motorcycle accident, regardless of severity involving USAG personnel.

(5) Any workplace sexual assault or harassment incident.

(6) Evacuation of Family members from on-post housing.

(7) Hospitalization (in-patient) of a Garrison employee.

(8) Injuries / illnesses resulting in the loss of a duty day for COL, CSM / SGM or Director / Office Chief assigned to USAG Fort Cavazos.

(9) Any incidents occurring in a Child and Youth Services (CYS) program or US Army facility including:

(a) Death / injury to a child / youth sustained in a CYS program or facility resulting in admission to a hospital or which prevents / precludes the child / youth from participating in schools, Child Development Centers (CDC) and youth programs for more than three days.

(b) Child neglect, physical or sexual abuse allegations of any person working or volunteering in any CYS program, even if the allegation did not involve a child enrolled in a CYS program and any substantiated child neglect or abuse charge.

(c) Actual or alleged child abuse which takes place on a Fort Cavazos facility (CDC, schools, etc.) or within an Army organizational setting in which the victim is sexually abused or is admitted to the hospital due to injuries incurred during the incident.

(d) Revocation or deferment of accreditation for any CDC or School Age Center.

(10) Environmental incident or action resulting in shutdown operations or training due to chemical spills, range fires, legal suits or administrative order that would stop operations. Environmental incident requiring immediate notification to any Department of Defense or external agency.

(11) Security incidents involving potential compromise / unauthorized disclosure of classified or mission critical unclassified information including data spillage from a higher to lower network. All Unauthorized Disclosure of Classified Information (UDCI) reports (initial / add-on / final) are required to be transmitted via SIPR Network. The classification guidelines for reporting of UDIC details which are marked "SECRET" and reported via "SIPR Network only". Report immediately upon notification of an event involving UDCI; including incidents of suspected network attack compromise causing significant capability operational impact; exposure of classified information; exploitation of critical information or exposure of personally identifiable information (PII) (significant PII is described as exposure of 10 or more individuals' PII). Reporting is not required for minor administrative discrepancies in which no loss or compromise of classified information occurred.

(12) Incidents involving unauthorized Unmanned Aircraft (UA) and Unmanned Aircraft Systems (UAS) operating over Fort Cavazos airspace.

(13) Any other incident a Director / Office Chief determines is a concern to the Garrison Commander based on the nature, gravity, or potential for adverse publicity.

(14) Any report of a "dangerous dog" attacking a human on the installation.

5. Implementation: There are two elements essential to successfully implement the guidance directed in this SOP.

a. Ensure all USAG personnel understand the regulatory and policy guidance for SIR and the criteria to determine if an incident requires an SIR. When in doubt report.

b. Timely reporting to the Garrison command group and the IOC. An initial report provided immediately is better than a 100% accurate report provided late. Report any incident you believe requires the attention of the Garrison Commander and Senior Commander.

6. Reporting Procedures:

a. Submit / report all SIR categories as prescribed in references 1a – c.

AMIM-CAO (190-40a)

SUBJECT: USAG Fort Cavazos Serious Incident Report (SIR) Reporting SOP

b. Submit all written SIR to the IOC: usarmy.cavazos.usag.mbx.ioc@army.mil on the global address book displayed as "USARMY Ft Cavazos USAG Mailbox IOC".

7. The IOC has staff responsibility for administration of SIR reporting. The IOC will ensure the appropriate Garrison leadership and staff are informed as required to meet the notification timeline to higher headquarters (IMCOM, ID-R, FORSCOM, DA).

8. Expiration: This SOP remains in effect until superseded or rescinded.

9. Proponent: The Directorate of Plans, Training, Mobilization and Security (DPTMS) is the proponent for this SOP. The point of contact is Jose Ramirez, at (254) 287-1994 or email: jose.a.ramirez132@army.mil.

LEROY L. STOCKLAND
Director, Plans, Training,
Mobilization and Security

DISTRIBUTION:
IAW FC FROM 1853: A