



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

GARRISON POLICY
DPTMS - 01

10 JUN 2019

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Serious Incident Report (SIR) Reporting

1. References:

- 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 16 May 18 (encl 1).
- c. FRAGORD 1 to OPERATION ORDER PW 19-04-0244 (III CORPS Commander Critical, Information Requirements), dated 13 May 19 (encl 2).

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

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

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

a. "Wake-Up" Criteria. The following incidents will be reported immediately to the Garrison Commander, when known, telephonically or in person as appropriate 24 / 7. Directors and / or Office Chiefs will call the Garrison Commander and follow up within one hour of notification Email with 5Ws (who, what, where, when, way ahead). Copy DPTMS Director (Lee Stockland), P&O Chief (Jaymes Picott), OPS Chief (Ricky Rounds), and the IOC on email notification. These events constitute "Wake-Up" criteria and will be treated with that 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 Hood facilities or structures. This applies to unauthorized personnel breaches at Fort Hood Access Control Points (ACP). For example, if an unauthorized person drives through an ACP

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or perimeter gate without authorization and successfully evades security forces and / or Fort Hood Police.

(3) Bomb or explosion incident on the installation.

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

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

(6) Any instance of kidnapping or missing child(ren) of a USAG personnel, Family member Department of the Army Civilians, or contracted employee(s).

(7) Implementation of Phantom Seal.

(8) Any other incident that the 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. During duty hours report the following incidents immediately to the Garrison Commander in person or telephonic followed by an email. Copy DPTMS Director (Lee Stockland), P&O Chief (Jaymes Picott), OPS Chief (Ricky Rounds, and the IOC on email notification. If during non-duty hours then provide an email (5W) and follow-up telephonically or in person during next duty hours:

(1) Death or serious injury to any Garrison employee or immediate Family member (spouse and / or child).

(2) Serious incident / accident (possible loss of life, limb, eyesight or hearing).

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

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

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

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

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(7) Any incidents occurring in a Child and Youth Services (CYS) program or US Army facility that includes:

(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 CYSS program and any substantiated child neglect or abuse charge.

(c) Actual or alleged child abuse which takes place on a Fort Hood facility (CDC, DOD 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.

(8) Environmental incident or action that has shutdown operations or training due to 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.

(9) 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 is 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.

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

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

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c. EXSUM Reporting Criteria. The following incidents will be reported to the Garrison Commander within 24 hours by email (5W), in person or telephonically as appropriate during normal duty hours. Always follow-up in person or telephonic notification with an email EXSUM:

- (1) Any suicide ideation or attempt (Soldiers anytime; Civilians on-duty only).
- (2) Any motorcycle accident, regardless of severity, involving USAG personnel.
- (3) Any workplace sexual assault or harassment incident.
- (4) Hospitalization (in-patient) of a Garrison employee.
- (5) Injuries / illness resulting in the loss of a duty day for COL, CSM/SGM or Director / Office Chief assigned to USAG Fort Hood.
- (6) Any report of a "dangerous dog" attacking a human on the installation.

5. Implementation. There are two elements essential to successfully implementing the guidance directed in this policy memorandum.

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

b. Timely reporting through the Installation Operations Center (IOC) to the Garrison command group. An initial report provided immediately is better than a 100% accurate report provided late. I expect Directors and Office Chiefs to call me anytime at their discretion. However, I also expect them to ensure timely reports are provided to the IOC, to ensure all appropriate agencies receive the SIR IAW regulatory and policy guidelines. Report any incident you believe requires the attention of the Garrison Commander.

6. Reporting Procedures:

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

b. Submit all written SIR to the IOC via: usarmy.hood.usag.mbx.ioc@mail.mil on the global address book displayed as "USARMY Ft Hood USAG Mailbox IOC".

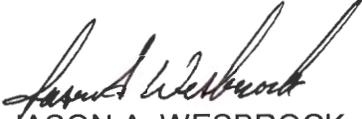
7. The IOC has staff responsibility for administration of SIR reporting. The IOC will ensure the appropriate Garrison leadership and staffs are informed as required and meet the notification timeline to IMCOM.

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8. Proponent. The Directorate of Plans, Training, Mobilization and Security (DPTMS) is the proponent for this policy. The point of contact is Chief, Installation Operations Center (IOC) at (254) 287-1994.

9. Expiration. This policy memorandum remains in effect until superseded or rescinded.

2 Encls



JASON A. WESBROCK
COL, IN
Commanding

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