



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, WOODFILL HALL  
FORT POLK, LOUISIANA 71459-5339

APR 12 2022

AFZX-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 2 –  
Commander's Critical Information Requirements (CCIRs)

1. Purpose: To identify the Commanding General's (CG) CCIRs and provide guidance on the reporting process.

2. Fort Polk CCIRs fall into three levels of concern based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident to Fort Polk and its immediate populace. A Level 1 CCIR requires the immediate notification of the CG and Chief of Staff (CoS), regardless of the time of day or night; a Level 2 requires immediate notification of the CoS; and a Level 3 CCIR requires that the CG and CoS be notified NLT 0900 the following morning. If a Major Subordinate Command (MSC) commander finds it is necessary to contact the CG directly, they may do so. In the event an incident involves a Family member, the CCIR will not include the Family member's Protected Health Information (PHI) or Personally Identifiable Information (PII) (e.g., name, SSN, medical records, date and place of birth, maiden name, home address/telephone number, etc.)

a. Level 1. The CG and CoS will be notified immediately by the MSC Commander or the Warrior Operations Center (WOC) during non-duty hours (531-4916/7501) in the event any of the below incidents occur.

(1) Death of or serious life-threatening injury to any Fort Polk Soldier, Family member, or Soldier training at Fort Polk in rotation or undergoing mobilization.

(2) Any incident that has the potential for immediate adverse media attention, publicity, or negative consequences on the Fort Polk population and community.

(3) Increase in force protection level or intelligence of threats or incidents affecting the security of Fort Polk.

(4) Suspicious activity or other indicators of a possible threat or incident affecting the security of Fort Polk.

(5) Class A military aircraft accidents of Fort Polk or rotational unit aircraft.

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(6) Very serious injury to or death of any Fort Polk Senior Army Leader (military or civilian) MIL: COL, LTC BN CDR, CSM; CIV: GS-15.

(7) Well-Being Battle Drill for an absent Soldier.

b. Level 1A. The CG and CoS will be notified by email from the MSC Commander as soon as the first report is received concerning the following:

(1) Sexual assaults on any Soldier or Family member assigned or on temporary duty to JRTC and Fort Polk.

(2) Any unscheduled interruption of training that will delay or prevent continuation of training that exceeds 2 hours at Battalion Level and Above (e.g. safety, maintenance, or command directed safety stand down for any reason.)

(3) Suicide attempt by a Fort Polk Soldier or Family member.

(4) Any incident of potential misconduct involving an officer or enlisted Soldier in the grade of SFC or above.

(5) Class B military aircraft accidents of Fort Polk or rotational unit aircraft.

c. Level 2. The CoS will be notified immediately during duty hours (531-1734/1718) or through the WOC during non-duty hours (531-4916/7501) in the event any of the below incidents occur.

(1) Any security incidents involving potential compromise/unauthorized disclosure of classified or mission critical unclassified information including data spillage from a higher to lower network.

(2) Ongoing criminal activity committed by or against a Soldier where command action or decision may stop the misconduct or prevent imminent physical harm to another individual (e.g. hostage situations).

(3) Range fires that threaten government property or the surrounding civilian populace, facilities, or property.

(4) Loss of any sensitive or high dollar value items.

(5) Attacks on the Fort Polk information network.

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d. Level 3. The CG and CoS will be notified of the below incidents NLT 0900 the following morning.

- (1) Serious injury requiring hospitalization of any Fort Polk Soldier or Family member.
- (2) Arrival of any Wounded in Action (WIA) Soldier to BJACH and/or Fort Polk.
- (3) Serious injury requiring hospitalization of any Soldier at Fort Polk in rotation or undergoing mobilization.
- (4) Serious accidents, damage, or crimes that will adversely affect Fort Polk or its community.
- (5) Incidents on Fort Polk involving Soldiers, Family members, or DoD Civilians in possession of registered or unregistered weapons and/or ammunition; or incidents outside Fort Polk involving Soldiers, Family members, or DoD Civilians and the unlawful use of weapons and/or ammunition.
- (6) Reportable fuel, oil, or chemical spills.
- (7) Military vehicle accidents resulting in high dollar property or vehicle damage.
- (8) Damage to barracks or government housing that displaces Soldiers and/or Family members.
- (9) Motorcycle or all-terrain vehicle accidents with injury involving a Soldier which caused one or more days loss of work.
- (10) Any sexual assault case verdict overturned by Court-Martial Convening Authority.
- (11) Receipt of deployment orders for any Fort Polk unit, delay in deployment, or missing Latest Arrival Date (LAD).
- (12) Suicidal ideation by a Fort Polk Soldier or Family member.
- (13) An emergent or identified condition, or lack of resources that may have negative Unit (Battalion or above) or fleet wide effects on critical Combat Systems Readiness. These could include but are not limited to Aviation Platforms (to include UAS) and Artillery Systems.

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3. In the event other serious incidents occur that are not addressed in this memo, contact the CoS for guidance during duty hours or the WOC after duty hours.
4. Proponent: The point of contact for this policy is the Assistant Chief of Staff, G3, at (337) 531-1736/1738.
5. This policy will remain in effect until superseded or rescinded.

  
DAVID S. DOYLE  
Brigadier General, USA  
Commanding

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