



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996-1554

AMIM-MLG-ZA

22 August 2022

U.S. ARMY GARRISON WEST POINT POLICY #25

SUBJECT: Garrison Commander's Critical Command Information Requirements (CCIR)

1. **References.**

- a. **Army Regulation (AR) 190-45**, Law Enforcement Reporting, dated 27 September 2016.
- b. **IMCOM Regulation 190-45-1**, IMCOM Serious Incident Reports and Commander's Critical Information Reports (CCIR), dated 13 JUL 2022.
- c. **USMA Policy Memorandum, MA-18-43**, Serious Incident Reporting (SIR) Policy Memorandum, dated 22 October 2018.
- d. **AR 25-400-2**, The Army Records Information Management System (ARIMS), dated 2 OCT 2007.
- e. **DA Pam 25-403**, Guide to Recordkeeping in the US Army (Record titles and descriptions are available on the ARIMS website: <https://www.arims.army.mil>).

2. **Purpose.**

- a. To identify the Garrison Commander's CCIR criteria and prescribe responsibilities and process for reporting serious incident reports and critical information reports on incidents that occurred within the West Point Garrison Area of Responsibility (AOR).
- b. To establish SIR/CCIR procedures for all US Army Garrison West Point (USAG WP) Military and Civilian leaders.
- c. To direct timely notification, through the Garrison Commander (GC), to ID-T to HQ IMCOM Operations Center, of any issues or incidents as described herein.

3. **Applicability.** This regulation applies to all USAG West Point Commanders, Directors and Managers.

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4. **Records Management.** Records created as a result of this regulation must be identified, maintained, and disposed of according to AR 25-400-2 and DA Pam 25-403.
5. **Notification Requirements.**
 - a. Submission of an SIR/CCIR will not be delayed due to incomplete information. All information known at the time of SIR/CCIR submission will be included. Additional required information will be provided in a subsequent corrected or follow-on/add-on reports.
 - b. Report any incident through the USAG GC that requires the attention of the ID-T, HQ, IMCOM and West Point Commanding General (CG)/ Senior Commander (SC). The Department of the Army (DA) Serious Incident Reporting (SIR) system is the mechanism for providing early notice to senior leaders that a serious incident has or may have occurred.
 - c. DPTMS coordinates with the USMA CG/SC through the USMA G3 to ensure serious incident report (SIR) and CCIR information is exchanged. Although parallel or courtesy reports may occur, dual reporting should be minimized.
 - d. This policy reinforces Army regulatory reporting requirements ICW cited references, incorporates IMCOM/USMA SIR/CCIR Category reporting requirements and directs timelines and procedures for reporting SIRs/CCIRs.
6. **Roles and Responsibilities.**
 - a. USAG provides timely notification, through ID-T to HQ IMCOM Operations Center to report any incident that requires the attention of the ID and HQ IMCOM.
 - b. The Directorate of Plans, Training, Mobilization and Security (DPTMS), assisted by the Director of Emergency Services (DES), has staff responsibility for administering SIR/CCIR reporting. The Installation IOC/EOC will ensure that all SIRs/CCIRs are processed IAW with higher headquarters guidance as well as ensure that notification timelines and means of reporting are met. Furthermore, DPTMS will ensure notification timelines are met when informing the GC, appropriate IMCOM leadership/staff and West Point CG/SC.
 - c. Directors, through DPTMS, will report any incident that requires the attention of the Director, ID-T and HQ, IMCOM and USMA Superintendant. All USAG West

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Point directors/activity chiefs will establish and implement reporting systems within their respective directorates to ensure compliance with the timelines and procedures in this policy.

7. **Serious Offense Reporting Categories.** In accordance with (IAW) AR 190-45, there are three categories of reportable serious incidents– **Category 1** (actual or alleged incidents reported IAW Chap 8-2, AR 190-45) as listed in Enclosure #1, **Category 2** (actual or alleged incidents reported IAW Chap 8-3, AR 190-45) as listed in Enclosure #1 and **Category 3** (CG IMCOM, USMA CG/SC CCIR and USAG CDR) as listed in Enclosures #2-4.
 - a. Wake-Up Reporting Criteria: These are reportable incidents that require immediate notification and reported by phone or in person to the GC or Deputy Garrison Commander (DGC), IMCOM CDR through ID-T Watch or USMA CG/SC within two hours after notification or discovery of the incident. Wake-up reporting requirements are listed in respective Enclosures 2-4.
 - b. Non-Urgent/Next Day Reporting Criteria: These incidents will be reported via email the next day (Business Day, Weekend, or Holiday) by 0800 Hours.
 - c. Reports to IMCOM:
 - (1) Garrisons report Immediate Reports by calling into IMCOM Operations: (210) 466-0143, within 2 hours.
 - (2) Garrisons report next day/weekend reports USARMY JB L-E ID-Training List CCIR and SIR by email to: usarmy.jble.id-training.list.ccir-and-sir@army.mil and to IMCOM HQ List Operations Center DL usarmy.jbsa.imcom-hq.list.operations-center-dl@army.mil.
8. **Processing.** In the event of other serious incidents not addressed in this policy, contact the DGC or Garrison CSM for guidance. Should you believe the incident or issue is time sensitive, contact the GC directly. When in doubt, call. Submission of a SIR/CCIR will not be delayed due to incomplete information. All information known at the time of SIR/CCIR submission will be included. Additional required information will be provided in a subsequent corrected or add-on report.
9. **Procedures.** IAW referenced regulations, incidents are to be reported as follows:
 - a. Directors/activity chiefs will comply with reporting any incident as an SIR or CCIR IAW para 1 above and enclosed enclosures. If there is any doubt, report it to the

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DGC or GC. Draft reports will be sent to DPTMS for assignment of a report number and be sent to IMCOM Operations Center.

- b. DPTMS/DES will report all DA/IMCOM SIR/CCIR Categories IAW internal procedures. An initial SIR or CCIR will be created IAW reference 1a above and vetted through the DGC and/or GC for release approval before forwarding the report to IMCOM, IAW reference 1b above.
 - c. DPTMS will assign report numbers and send all SIR/CCIRs to AMC Watch through ID-T: (usarmy.jble.id-training.list.ccir-and-sir@army.mil) and IMCOM Watch: (usarmy.jbsa.imcom-hq.list.operations-center-dl@army.mil); NOTE: Garrison's will **not** send SIR/CCIR to Army Watch. AMC reserves the right to decide what goes forward to Army Watch.
 - d. At West Point, all SIRs/CCIRs will be transmitted electronically as an email to the following address: usarmy.jble.id-training.list.ccir-and-sir@army.mil.
 - e. All SIRs-CCIRs will be formatted as reflected in Enclosure 5.
 - f. All Distinguished Visitor (DV) visits to the Garrison, require an executive summary (EXSUM) and will include a point of contact, telephone number (DSN and commercial), and e-mail address of the individual/Directorate or Operations Center responsible for generating the EXSUM.
10. **Processing SIRs.** Submission of an SIR will not be delayed due to incomplete information. All information known at the time of SIR/CCIR submission will be included. Additional required information will be provided in a subsequent corrected or add-on report. In accordance with AR 190-45, there are three categories of reportable items. SIR Category 1 or 2 serious incident reports (see Chapter 8 of AR 190-45) are considered Law Enforcement reports. Therefore, incidents meeting the reporting criteria as listed in Enclosure 1 of this policy, must include notifying the West Point Provost Marshal (845) 938-3333 in addition to DPTMS (845) 938-6919. Category 3 (CCIRs) are drafted by Directors and submitted to DPTMS IAW paragraph 10c of this policy.
- a. **Category 1 SIR** is an incident that requires immediate telephonic notification from the reporting unit to the Army Watch through IMCOM HQ Operations Center within 12 hours of discovery or notification to the Army Watch and courtesy copied (cc) to IMCOM Operations Center.

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- (1) Commanders and directors will telephonically notify a member of the USAG Command Group (GC or DGC) immediately upon identification of an incident that may require a CAT 1 SIR, DPTMS and DES.
 - (2) Commanders and directors will follow-up the telephonic notification with an encrypted 5Ws situation report (SITREP) and draft SIR report to usarmy.westpoint.id-training.mbx.usag-wp-eoc@army.mil. as soon as feasible after identification of the incident.
 - (3) DPTMS will notify ID-T and IMCOM Operations Center (210) 466-0143 during or after duty hours within four hours. For reports, DPTMS will assign report numbers and send SIR/CCIR to ID-T Operations Center: (usarmy.jble.id-training.list.ccir-and-sir@army.mil) and to IMCOM Operations Center: (usarmy.jbsa.imcom-hq.list.operations-center-dl@army.mil) within 12 Hrs.
- b. **Category 2 SIR** is an incident that requires only a written report sent within 24 hours of discovery or notification to ID-T and IMCOM Operations Center (210) 466-0143 during or after duty hours within four hours.
- (1) Commanders and directors will telephonically notify a member of the USAG Command Group (GC or DGC) immediately upon identification of an incident that may require a CAT 2 SIR and DPTMS.
 - (2) Commanders and directors will follow-up the telephonic notification with an encrypted 5Ws situation report (SITREP) and a draft SIR Report to usarmy.westpoint.id-training.mbx.usag-wp-eoc@army.mil. as soon as feasible after identification of the incident.
 - (3) DPTMS will notify ID-T and IMCOM watch (210) 466-0143 during and after duty hours within four hours. For reports, DPTMS will assign report numbers and send SIR/CCIR to AMC Watch
- c. **Processing IMCOM CCIR** includes those incidents not already covered by Categories 1 or 2 SIRs, but are of interest to the IMCOM Commander and will be reported to the IMCOM Directorate and IMCOM Operations Center within two hours of discovery or notification of the incident or event (see Enclosure 3). Consider the factors below when determining whether an incident is of concern to HQ IMCOM, however, WHEN IN DOUBT - REPORT IT:

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- (1) Incident has been reported to the Army Operations Center (Garrison or ID has been notified that the CCIR was reported by the Mission Partner or Senior Commander).
 - (2) Potential for adverse publicity for the Army, AMC, or IMCOM.
 - (3) Incident occurred on or off the installation.
 - (4) Incident involves IMCOM personnel, assets, or resources.
 - (5) Incident is reported to other commands (Forces Command, Training and Doctrine Command, Army Material Command, etc.).
11. Point of Contact for USAG CCIR is Mr. Bob Brown, Chief, Operations and Plans, DPTMS, (845)-938-2516 or robert.c.brown19.civ@army.mil.

6 Encls

1. AR 190-45 SIR Reporting
Catagories
2. USAG CDR CCIR Reporting
3. IMCOM CCIR Reporting
4. USMA CCIR Reporting
5. Reporting Format
6. Format for Next of Kin Data

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Enclosure 1

AR 190-45 SIR Reporting Categories:

Category 1 reportable serious incidents.

These are actual or alleged incidents involving the following:

- a. On- and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.
 - b. War crimes, including mistreatment of enemy prisoners of war, detainees, displaced persons, retained persons, or civilian internees; violations of the Geneva Conventions; and atrocities.
 - c. Requests by members of the Army for political asylum in foreign countries or indications of defection.
 - d. Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation or that involve military personnel or property off an installation.
 - e. Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.
 - f. Incidents involving material damage that seriously degrade unit operational or training readiness.
 - g. Threats against Government weapons and ammunition.
 - h. Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the United States, Vice President of the United States, or other persons under U.S. Secret Service (USSS) protection.
 - i. Incidents involving Army BSAT listed below will be reported. The list of select agents is reviewed and updated by the Centers of Disease Control and Prevention and the Animal and Plant Health Inspection Service and is found in 42 CFR 73; 7 CFR 331; and 9 CFR 121. These agents are also known as high-consequence, nonoverlap agents and toxins; overlap agents and toxins; and listed plant pathogens. The list includes specific genetic elements, recombinant nucleic acids, and recombinant organisms. The list also identifies exclusions—things that are not considered as select agents or toxins (see <http://www.cdc.gov/od/sap/docs/salist.pdf>).
- (1) The theft, loss, recovery, suspected theft, inventory shortage or overage, wrongful disposition, and unauthorized use and/or destruction of Army-owned BSAT.
 - (2) Attempts to steal or divert Army BSAT outside of physical security controls.
 - (3) Actual or attempted housebreaking or unauthorized access at an Army BSAT facility or laboratory.
 - (4) Actual or attempted housebreaking or unauthorized access at an off-post BSAT facility or laboratory under contract to the U.S. Army for BSAT research.
 - (5) Significant or disabling damage to an Army-owned BSAT facility.

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Enclosure 1 Continued

AR 190-45 SIR Reporting Categories

Category 1 SIR Reportable Serious Incidents (Continued):

(6) Discharge of a select agent or toxin external to the containment laboratory and into the ambient air or environment.

(7) Mishaps in which there was direct evidence of an exposure to Army-owned BSAT, such as a measurable rise in specific antibody strength to the causal agent in question, or a confirmed diagnosis of intoxication or disease.

(8) Other incidents at Army-owned BSAT facilities not identified above that the commander determines to be of immediate concern to HQDA based on the nature, gravity, and potential for adverse publicity, or potential consequences of the incident.

j. Incidents involving Army chemical agents, or research chemical agents, listed below will be reported:

(1) The theft, loss, recovery, suspected theft, inventory shortage or overage, wrongful disposition, and unauthorized use and/or destruction of Army chemical agents or Army research chemical agent.

(2) Attempts to steal or divert Army chemical agents or Army research chemicals outside of physical security controls.

(3) Actual or attempted housebreaking, or unauthorized access at an Army chemical facility or laboratory.

(4) Actual or attempted housebreaking, or unauthorized access at an off-post chemical facility or laboratory under contract to the U.S. Army for chemical research.

(5) Significant or disabling damage to an Army chemical facility.

(6) Mishaps that result in observable or known occupational exposures to Army chemical agents due to failure of personal protective equipment (PPE) to provide protection (such as malfunctions, improper, or inadequate use of PPE).

(7) Other Army chemical or Army research chemical agent incidents not identified above that the commander determines to be of immediate concern to HQDA based upon the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

(8) Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

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Category 2 SIR Reportable Serious Incidents:

These are actual or alleged incidents involving the following:

- a. Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than \$100,000.
- b. Theft, suspected theft, negligence, or conflict of interest involving Government nonappropriated funds or property valued at more than \$100,000.
- c. Racially or ethnically motivated criminal acts.
- d. Loss, theft, wrongful disposition, willful destruction, or mismanagement of the following:
 - (1) Evidence as part of a law enforcement investigation.
 - (2) Sensitive items, other than arms and ammunition, identified by controlled inventory item code 1–6, 8, 9, Q, R, or Y (see AR 710–2).
 - (3) Controlled cryptographic items.
 - (4) Drugs identified in 21 USC 13 (The Comprehensive Drug Abuse Prevention and Control Act of 1970) as schedules 1, 2, 3, 4, and 5 controlled substances. Schedules 2 through 5 drugs are Government-controlled medical substances and are identified as R and Q, controlled, medical items in the Federal Supply Catalog. Schedule I drugs, as identified in the act, are only used by DOD for research, and are not available through the supply system.
- e. Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed below:
 - (1) Cocaine, 100 grams or more.
 - (2) Marijuana, 1000 grams or more.
 - (3) Hashish, 1000 grams or more.
 - (4) Heroin, 100 grams or more.
 - (5) Methamphetamines or barbiturates, 100 grams or more.
 - (6) LSD, 6 dosage units or more.
 - (7) PCP, 100 grams or more.
 - (8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.
- f. Significant violations of Army standards of conduct, to include bribery, conflict of interest, *Middendorf v. Henry*, or acceptance of gratuities by Soldiers or DA or nonappropriated fund employees.
- g. Incidents involving prisoners or detainees of Army confinement or correctional facilities to include escape from confinement or custody, disturbances which require the use of force, wounding, or serious injury to a prisoner, and all prisoner deaths.

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Enclosure 1 Continued

AR 190-45 SIR Reporting Categories

Category 2 SIR Reportable Serious Incidents continued:

h. Theft, loss, suspected theft, unaccounted or recovered arms, ammunition, and explosives (AA&E) in the following quantities:

- (1) Any missile, rocket, mine, artillery, or mortar rounds.
- (2) Any machinegun or automatic-fire weapon.
- (3) Any fragmentation, concussion, high-explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators.
- (4) Any explosives, to include demolition explosives (for example, detonation cord, C-4 blocks of explosives).
- (5) One or more semiautomatic or manually operated firearms.
- (6) Five or more rounds of ammunition greater than .50 caliber.
- (7) 1,000 or more rounds of .50 caliber or smaller ammunition.

i. Actual or attempted break-ins of arms rooms or storage areas for AA&E.

j. Armed robbery or attempted armed robbery of AA&E.

k. Any evidence of trafficking of AA&E, such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved.

l. Aggravated arson.

m. 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, all deaths occurring on Army installations must be reported, including but not limited to, accidents, homicides, suicides, highly communicable and lethal diseases, or other incidents. All deaths of Soldiers, regardless of duty status, that occur off the installation will be reported. Additionally, deaths of Family members that occur off the installation, which are deemed to be criminal in nature, will be reported. If the manner of death of Soldier or Family member is unknown, the incident will be reported as "undetermined manner of death" and the manner of death will be updated by add-on SIR as soon as determined. Next-of-kin notification, use of seatbelt and PPE, and alcohol or drug use will be included in the initial SIR or updated accordingly in the add-on SIR.

n. Kidnapping.

o. Major fires or natural disasters involving death, serious injury, property damage in excess of \$250,000, or damage that seriously degrades unit operational or training capabilities.

p. Group breaches of discipline involving 10 or more persons who collectively act to defy authority.

q. Training and troop movement accidents resulting in serious injury or death.

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Enclosure 1 Continued

AR 190-45 SIR Reporting Categories

Category 2 SIR Reportable Serious Incidents continued:

r. Maltreatment of Soldiers or DA civilians to include assaults, abuse, or exploitation where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable, unless other considerations such as sexual harassment or adverse publicity are involved.

s. Violations of Army policy as it pertains to monitoring and recording of conversations in accordance with AR 190–30 and AR 190–53, or acquisition and storage of non-affiliated U.S. person information in accordance with AR 380–13.

t. Actual or alleged incident of child abuse that takes place within an Army organizational setting or facility (for example, child development center, youth activities center, MTF, gymnasium, and so forth). Actual or alleged incident of child abuse that takes place within an Army-sponsored or -sanctioned activity (for example, quarters-based Family childcare home, youth sports or recreation activities, and field trips).

NOTE: This paragraph also applies to incidents of child abuse occurring within the family unit which involve the use of a weapon (for example, a firearm, knife, or other devices which will cause serious bodily injury), the victim suffers a broken limb, is sexually abused, is choked or strangled, or is admitted to the hospital because of injuries incurred during the incident.

u. Serious child injury or death, not resulting from child abuse, while the child is in the Army's care at a nonmedical facility (child development center, quarters-based Family childcare home, youth activities center, or within an Army-sponsored or -sanctioned activity). This paragraph does not apply to sports injuries related to, or potentially inherent in, a youth activity or event.

v. Serious domestic violence incidents (unrestricted reporting only). This report will include whether the Soldier listed as a subject was deployed within the past year leading up to the incident.

w. Incidents involving firearms that cause injury or death.

x. Federal crimes reportable under AR 381–10, when they meet reporting criteria.

y. Any other incident that the commander determines to be of concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

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Enclosure 2

USAG GC CCIR Reporting

INCIDENT	GC Wake-UP	Normal Duty and Day Hours	Immediate	W/I 2-hrs
Any Crime (aggravated assault, domestic violence, involving sex, theft, robbery, fraud) or as determined by the PMO/DES to warrant notification		X	X	
Activate/dispatch of ICP (Incident Command Post) in response to an incident	X		X	
Arrest of USAG Soldier/DA civilian; USMA: Felony Arrest (Soldier/Cadet) in hands of civilian authorities		X		
Barricaded Subject(s)	X		X	
Breach of security or arrest at ACP		X		X
Bomb threat /explosion w/injury, death; damage to Government property seriously degrading mission	X		X	
Child Abuse -Government Qtrs/Housing/CDC	X		X	
CYS - Any incidents occurring in a CYS Services program or facility that include: Death/Injury to a child /youth resulting in hospital admission or prevents/precludes the child/youth from participating in school/CDC)/Youth Programs for more than three (3) days; Child neglect , or physical or sexual abuse allegations even if child is not enrolled in a CYS Services program; any substantiated child neglect or abuse charge; actual or alleged child		X	X	

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Enclosure 2 (Continued)

USAG GC CCIR Reporting

INCIDENT	GC Wake- UP	Normal Duty and Day Hours	Immediate	W/I 2- hrs
Death or serious injury involving loss of life, limb, or sight to any IMCOM member (Soldier, Civilian and their immediate family member (spouse, children). IMCOM: An immediate/wake-up phone call from the IMCOM Operations Center to the IMCOM CG is required when Garrison Commander/CSM or other IMCOM senior leaders are impacted. USMA: Death or Serious injuries with threat to life, limb, or eyesight of any USMA or USMAPS Military, Civilian Employee, Cadet, Cadet Candidate, or their immediate family	X		X	
Closure of any ACP (Access Control Point)		X	X	
Change in FPCON Level; USMA: Any change in Force Protection Conditions (FPCON) levels or additions to current measure		X		X
-Any death on a U.S. Army installation; -Death of an IMCOM dependent off post deemed criminal in nature. -Very serious injury of a current senior U.S. Army leader, i.e. any Presidential appointed Department of the Army (DA) Civilian -Any GO or Senior Executive Service (SES) member, SMA, any Colonel or GS-15, -Any LTC BC (Battalion Commander) -Any CSM (Command Sergeant Major) on the installation.		X	X	

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Enclosure 2 (Continued)

USAG GC CCIR Reporting

INCIDENT	GC Wake-UP	Normal Duty and Day Hours	Immediate	W/I 2-hrs
Disaster/crisis resulting in disruption to installation OPNs , including electrical outages, loss of water, sewage, heating, cooling and/or quality of life; USMA: C4 Outage (Critical Systems or Communications) Deployment notice or recall to active duty of an USAG employee	X	X	X	X
Dangerous dog or wild animal attacking/threatening a human		X		X
Evacuation of Family Member(s) from Qtrs or Soldier(s) from barracks		X	X	
Fire resulting in damage or destruction to Family Housing or Government property	X		X	
Firearm-discharge (non-training)		X		X
Firearm Incident causing injury/ death	X		X	
HAZMAT or environmental incident		X		X
Hostage situation	X		X	
Incident/misconduct involving a USAG MSG/GS-13 or above ie. DUI/DWI		X	X	
Injury of USAG employee while on-duty requiring hospitalization		X		X
Intelligence Collection; Cyber threat USMA: indicators that a specific criminal or terrorist threat, (foreign or domestic intelligence collection, surveillance or cyber based intrusion) have targeted any facility within the USMA Area of Interest.		X	X	

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USAG GC CCIR Reporting

INCIDENT	GC Wake-UP	Normal Duty and Day Hours	Immediate	W/I 2- hrs
Kidnapping on West Point	X			X
MEDIA. Arrival of external media to cover an Installation Incident; USMA: Any incident, event, or accident involving USMA or USMAPS personnel, Family Member, Civilian Employee, Cadets or Cadet Candidates that could create a negative perception and media attention toward USMA and/or the Army	X			X
Missing child from Installation Housing or USAG facility; USMA: Lost Child on West Point	X		X	
MEDEVAC (aerial) on West Point		X		X
Racial/Ethnic criminal act-Hate Crime; USMA: Racial or ethnically motivated criminal act	X			X
Rape/Sexual Assault/Harassment		X	X	
Riots , demonstrations on/off post		X	X	
Request for immediate assistance from outside partners from WP		X		X
Security Breach (Arms Rm, COMSEC)		X	X	
Suicide/attempts; USMA: Suicide Ideation/ Gesture by USMA or USMAPS Military, Civilian Employee, or Cadet/Cadet Candidate	X		X	
Terrorist threats , sabotage, or actual incidents; threats to Gov AA&E	X		X	
Theft of sensitive Items-lost/missing		X		X
Training accidents with Injuries/death	X		X	

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Enclosure 2 (Continued)

USAG GC CCIR Reporting

INCIDENT	GC Wake-UP	Normal Duty and Day Hours	Immediate	W/I 2- hrs
Incidents involving unauthorized Unmanned Aircraft (UA) and Unmanned Aircraft Systems (UAS) operating IVO Army equities. Any imminent, credible threat, attack, or incident at a non-government facility or event that affects U.S. Army personnel or equities.	X		X	

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Enclosure 3

IMCOM CCIR Reporting:

Reporting guidance: All reports should come to the CG from the IMCOM OPS Center, to include directed phone calls. ID Directors are welcome to provide assessments by email to follow-up the initial report. (As of: 25 July 2022)						
#	Protect the Force	CHOPS	G-3	DCG	CG	Reported To / How
P1	Death or serious injury involving loss of life, limb, or sight to any IMCOM member (Soldier, Civilian and their immediate family member (spouse, children). An immediate/wake-up phone call from the IMCOM Operations Center to the IMCOM CG is required when IMCOM Staff Directors, ID Directors/CSM, Garrison Commander/CSM or other IMCOM senior leaders are impacted.	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P2	Any death on a U.S. Army installation; death of an IMCOM dependent off post deemed criminal in nature. Very serious injury of a current senior U.S. Army leader, i.e. any Presidential appointed Department of the Army (DA) Civilian, any GO or Senior Executive Service (SES) member, SMA, any Colonel or GS-15, any Lieutenant Colonel Battalion (Bn) Commander (CDR), any Command Sergeant Major (CSM) on the installation.	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P3	Incident or alleged incident of sexual harassment or sexual assault by any IMCOM personnel.	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P4	Any incidents occurring in a CYS Services program or facility that include: Death/Injury to a child/youth sustained in a CYS Services program or facility resulting in admission to a hospital or which prevents/precludes the child/youth from participating in school/Child Development Center (CDC)/Youth Programs for more than three (3) days. Child neglect, or physical or sexual abuse allegations of any person working or volunteering in any CYS Services program, even if the allegation did not involve a child enrolled in a CYS Services program and any substantiated child neglect or abuse charge. Actual or alleged child abuse which takes place on a U.S. Army installation / 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. Revocation or deferment of accreditation for any CDC or School Age Center.	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P5	Incidents involving unauthorized Unmanned Aircraft (UA) and Unmanned Aircraft Systems (UAS) operating IVO Army equities. Any imminent, credible threat, attack, or incident at a non-government facility or event that affects U.S. Army personnel or equities. Any breach, potential attack, or threat against U.S. Army facilities, equities, or structures. This applies to unauthorized personnel breaches at Army equities. (SIPR as required IAW HQDA EXORD 002-19: Army Implementing Instructions to Counter UA and UAS)	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P6	Any change in force protection condition baseline. Events that impact IMCOM's current operations or generate new IMCOM support requirements for future (contingency) operations. (TCA events reported on SIPR)	2	2	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P7	Condition or issue that causes a reduction to the IMCOM Workforce due to funding, contract, labor issue, or other incident or issue that impacts installation operations.	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P8	Imminent threat to Senior U.S. Army leaders (any Presidential Appointed DA Civilian, any GO or SES, SMA, any COL or GS-15, any LTC Bn CDR, any CSM). Include potential impact to IMCOM Core Competencies or IMCOM personnel. Phone call to CG may be required based on impacts to mission and leader threat assessment.	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P9	Any incident not covered in this matrix or regulatory guidance that the senior commander or garrison commander deem to be of interest to the IMCOM leadership, based on the nature of gravity, potential for adverse publicity or potential consequences of the incident.	2	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P10	Confirmed or suspected exposure of classified information; compromise, suspected compromise, loss, or theft of PII; connection of a SIPRNET system to the NIPRNET.	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P11	Incident or alleged incident of misconduct by a member of the IMCOMC workforce (Military/DAC/Contractor) to include fraud, waste, abuse, corruption, and suspension or relief of any LTC or above in a command position.	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P12	Any report of suspicious package(s) at U.S. Army installations, facilities, or structures requiring explosive ordnance disposal (EOD)/chemical, biological, radiological, nuclear warfare support.	2	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P13	(U//FOUO) Theft, suspected theft, attempted theft, loss, or unaccounted arms, ammunition, and explosives. See AR 190-45.	2	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P14	Any serious incidents reportable per AR 190-45	2	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
P15	Any IMCOM Soldier who is Missing, Absent-Unknown, Absent Without Leave, or Duty Status-Whereabouts Unknown.	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format
BOLD = PIR Red Font = report on SIPR						
		1 Immediate Wake up	2 Next day 0800	3 Next Business Day 0800		

AMIM-MLG-ZA

SUBJECT: U.S. ARMY GARRISON WEST POINT POLICY #32

Garrison Commander's Critical Command Information Requirements (CCIRs)
and Serious Incident Reporting (SIR)

Enclosure 3 Continued
IMCOM CCIR Reporting:

Base Operations							
#		CHOPS	G-3	DCG	CG	Reported To / How	
B1	Potentially adverse public affairs issues on or off the installation that effects the mission or the ability to provide services to the IMCOM community.	2	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B2	POTUS, VPOTUS, US Government Secretary, Foreign Dignitary, Ambassador, GOVDEL, CODEL, 3-STAR or above and equivalent visit to an IMCOM installation/activity.	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B3	Any major crisis/environmental incident resulting in disruption to installation operations, electrical outage, loss of water, sewage, heating, communications, cooling capabilities that effect quality of life or damage/destruction to the installation. Environmental incident or action that has shut down operations or training at an installation due to spills, range fires, legal suits, administrative order that would stop operations. Environmental incident requiring immediate notification to any DOD or external agency.	2	2	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B4	Imminent or forecasted natural or man-made disaster impacting IMCOM installations, i.e. tsunami warning, earthquake, hurricane warning, flooding, winter weather (causing closure or delay) major brush or wild fires. This includes Immediate Response (IR) Actions.	2	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B5	Events not otherwise reportable involving schedule I chemical agents or munitions, categorized non-traditional agents, and/or biological select agent and toxin (BSAT) at an IMCOM installation. See AR 190-45.	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B6	Incident of gross negligence or failure to respond to a housing related life, health, and safety work order by a private company, partner employee, contractor, or housing management; fraudulent or criminal conduct related to Army housing; allegations of retaliation by a private company / partner employee related to Army housing.	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B7	Failure of installation utilities or services that create a life-threatening condition or negatively affects mission critical operations.	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B8	Any activation/deployment/re-deployment of Units on the installation that requires garrison's assets, resources or support.	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B9	Per and Polyfluoroalkyl Substances (PFAS) and Aqueous Film Forming Foam (AFFF) detected in drinking water, detected in potential drinking water sources, or when AFFF is used or spilled on IMCOM installations, and relevant off post locations through Army investigation.	2	2	2	2	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B10	The closure of any installation facility due to COVID. (i.e. school, commissary/post exchange, dining facilities, child development centers, etc).	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B11	Installations unable to meet isolation requirements or enforce ROM directives.	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B12	Any change (up or down) to health protection condition (HPCON) level.	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B13	Any installation declaration of a public health emerge (PHE).	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B14	Cancelled or postponement of major exercises due to COVID-19. Provide impact to exercise; dates; number of DA participants; adjusted levels of participation.	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B15	Any COVID-19 mitigation that directly impacts or cancels any operations. Example: placing a military asset (i.e. Patriot Battery) in quarantine.	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B16	Severe degradation of Army Medical Treatment Facility due to response or treatment of COVID-19 infections. Provide impacts to Medical Treatment Facility and expected date/time to return to full capabilities; provide impacts to the installation and military community.	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B17	Any shortage of Medical PPE at Medical Treatment Facilities.	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
B18	Notify when an IMCOM employee (Military/Department of the Army Civilian (DAC)/Contractor) does not have access to an FDA Approved COVID-19 vaccine	3	3	3	3	From: Garrison to ID From: ID to HQ How: Email IAW Reporting Format	
BOLD = PIR Red Font = report on SIPR		1	Immediate Wake up	2	Next day 0800	3	Next Business Day 0800

AMIM-MLG-ZA

SUBJECT: U.S. ARMY GARRISON WEST POINT POLICY #32

Garrison Commander's Critical Command Information Requirements (CCIRs)
and Serious Incident Reporting (SIR)

Enclosure 4

USMA CCIR Reporting Matrix:

USMA SIR CAT 1	DA SIR CAT	REQ Immediate Telephonic Notification of USMA CMD Group	Category 1 Serious Incidents: CDR will call SUPT or CoS immediately (<1 hour for PII)	CDR/Dean/CoS Sends 5W SITREP to CMD Grp < 1 Hour	CDR/Dean/CoS Sends SIR 2 Hrs to SIR@usma.edu	Direct Report to SUPT in 1 Hour	Incident Type
1a	2m	Y	Death of any USMA or USMAPS Military, Civilian Employee, Cadet, Cadet Candidate, or their immediate family	Y	Y	Y	DEATH
1b	N/A	Y	Serious injuries with threat to life, limb, or eyesight of USMA or USMAPS Military, Civilian Employee, Cadets, Cadet Candidates or family members	Y	Y	Y	INJURY
1c	1i	Y	Are there any indicators that a specific criminal or terrorist threat, (foreign or domestic intelligence collection, surveillance or cyber based intrusion) have targeted any facility within the USMA Area of Interest	Y	Y	Y	CRIME/TERRORIST THREAT
1d	1i	Y	Any specific threat against U.S. Forces, facilities, or missions not terrorist based	Y	Y	Y	CRIME/THREAT
1e	2d	Y	Racial or ethnically motivated criminal act	Y	Y	Y	CRIME
1f	2y	Y	C4 Outage (Critical Systems or Communications)	Y	Y	Y	LOSS OF C4
1g	N/A	Y	Any anticipated or known participation in National Media Events	Y	Y	Y	MEDIA
1h	N/A	Y	Any change in Force Protection Conditions (FPCON) levels or additions to current measure	Y	Y	Y	AT/FP
1i	2y	Y	Any incident, event, or accident involving USMA or USMAPS personnel, Family Member, Civilian Employee, Cadets or Cadet Candidates that could create a negative perception and media attention toward USMA and/or the Army	Y	Y	Y	MEDIA
1j	2y	Y	Loss or Compromise of Personally Identifiable Information (PII) whether hard copy or electronic	N	Y	Y	PII LOSS
1k	2	Y	Felony Arrest (Soldier/Cadet) in hands of civilian authorities	Y	Y	N	CRIME

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SUBJECT: U.S. ARMY GARRISON WEST POINT POLICY #32

Garrison Commander's Critical Command Information Requirements (CCIRs)
and Serious Incident Reporting (SIR)

Enclosure 4 (Continued)

USMA CCIR Reporting Matrix:

1l	N/A	Y	Common sense rule; any incident which, in your opinion, requires SUPT or Command Group knowledge	Y	Y	Y	OTHER
1m	1h	Y	Information on threats, plans, attempts to harm, kidnap or other information bearing on the personal security of the President of the United States or Vice President of the United States	Y	Y	Y	CRIME
1o	N/A	Y	Suicide Ideation/Gesture by USMA or USMAPS Military, Civilian Employee, or Cadet/Cadet Candidate	Y	Y	Y	SUICIDE IDEATION
1p	N/A	Y	Lost Child on West Point	Y	Y	Y	OTHER

AMIM-MLG-ZA

SUBJECT: U.S. ARMY GARRISON WEST POINT POLICY #32

Garrison Commander's Critical Command Information Requirements (CCIRs)
and Serious Incident Reporting (SIR)

Enclosure 5

Reporting Format:

SIR/CCIR: 22-XXXX [Number is issued by DPTMS]

DATE/TIME OF REPORT:

FOLLOW-ON REPORT:

REPORTED BY:

REPORTING UNIT:

CATEGORY:

TYPE OF INCIDENT:

DATE/TIME OF INCIDENT:

LOCATION:

WHO:

WHEN:

WHERE:

WHY:

NATURE OF DAMAGE/DESCRIPTION OF INCIDENT:

SUMMARY: Corrective actions taken to remedy the incident:

REMARKS:

PUBLICITY:

POINT OF CONTACT: [NAME OF DIRECTOR and DIRECTORATE]

RANK: GS-XX

PHONE: (845) 938-XXXX

AMIM-MLG-ZA

SUBJECT: U.S. ARMY GARRISON WEST POINT POLICY #32

Garrison Commander's Critical Command Information Requirements (CCIRs)
and Serious Incident Reporting (SIR)

Enclosure 6

Format for Next of Kin Data Requirements for Deceased AMC Personnel:

Office Symbol (Records Number)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Next of Kin (NOK) Data Requirements for Deceased U.S. Army Materiel Command Personnel

1. Reference AR 638-8, Army Casualty Program, 23 June 2015.
2. A Commander's Critical Information Report (CCIR) will be processed in accordance with current policy when a U.S. Army Materiel Command (AMC) Soldier, Department of the Army Civilian or contractor becomes deceased. The CCIR will be initiated by the affected Major Subordinate Command (MSC), thru the AMC Operations Center (AMCOC) at: usarmy.redstone.usamc.mbx.amcoc@mail.mil for notification to AMC senior leadership.
3. The CCIR will include the NOK information and when notified, if available at the time of the initial report. The reporting MSC will continue to update the report, as needed, to include the NOK information and when the NOK is notified. The CCIR will be considered closed only when the NOK information is passed to the AMC DCS G1.
4. The NOK information provided in the CCIR will be used to prepare condolence notes on behalf of the AMC Commanding General and the Deputy Commanding General to the NOK.
5. Within 24 hours of initial CCIR submission, the following information will be provided to the AMC DCS G1 at: usarmy.redstone.usamc.mbx.g1-personnel-operations@mail.mil , and the AMCOC at: usarmy.redstone.usamc.mbx.amcoc@mail.mil.
 - a. NOK's Full Name. (If parents or adult children, provide all the names, relationship, and addresses if they live separately, and if available)
 - b. NOK's relationship to the casualty (i.e. spouse, mother, father, son, daughter, etc.).
 - c. NOK's mailing address. (Provide mailing addresses for all, if more than one NOK and they live separately)
6. The point of contact is {name, duty title, section, telephone number, and email address.

Organization Leader

Signature Block Distribution