

Department of the Army  
Headquarters, United States Army  
Maneuver Support Center of Excellence  
Fort Leonard Wood, Missouri 65473-5000

FLW Regulation 525-3

3 June 2020

Military Operations  
**INSTALLATION COMMAND REPORTING**

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FOR THE COMMANDER:

OFFICIAL:

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**History.** This publication is an administrative revision to this regulation.

**Summary.** This regulation sets policies and procedures for reporting a commander's critical information requirement (CCIR), an operations report (OPREP), and a serious incident report (SIR). Timely and accurate OPREPs through the chain of command to Fort Leonard Wood (FLW) Installation Operations Center (IOC)/Emergency Operations Center (EOC) are necessary to keep the Army leadership and support agencies informed. Immediate input is required to keep the commander informed and permit the staff to respond to inquiries from higher headquarters.

**Applicability.** This regulation applies to all U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Installation Management Command (IMCOM), U.S. Army Forces Command (FORSCOM), Interservice Training Review Organizations (ITRO), and tenant units on Fort Leonard Wood, Missouri.

**Proponent and execution authority.** The proponent of this regulation is the Directorate of Plans, Training, Mobilization, and Security (DPTMS).

**Supplementation.** Supplementation of this regulation is prohibited without prior approval by Headquarters, United States Army Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MSCoE (IMNW-LNW-PLOE), Fort Leonard Wood, MO 65473-5000.

**Distribution.** Electronic medium only and posted on the FLW Web site.

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\*This regulation supersedes FLW Reg 525-3, 11 August 2011

## **Summary of Change**

To

FLW Regulation 525-3, Installation Command Reporting, dated 11 August 2011.

FLW Reg 525-3 has undergone major revision.

- Updates policy to highlight additional reporting requirements mandated by AR 190-45 or based on the nature of incident event. (see paragraph 2-1[b]).
- Defines Category 1 CCIRs, Category 2 incidents, OPREPs and Suspicious Activity Reports and required “no later than” reporting times to the IOC (see paragraphs 2-2 through 2-6).
- Updates organization’s requirement to provide telephonic notification to senior leadership for Category 1 CCIRs (see paragraph 2-3).
- Outline’s organization’s reporting actions from discovery/occurrence of incident/event to final OPREP submission to IOC (see paragraph 3-1).
- Updates the IOC reporting flow of OPREPS from initial contact from reporting organization to final reporting to Army Commands (ACOMs) and achieving. (see paragraph 3-2).
- Updates primary and incident specific contacts for OPREP coordination and approval prior to release to ACOMs (see paragraph 3-3).
- Aligns what constitutes Category 1 Serious-incident Reports (SIRs), Category 2 SIRs, OPREPs with ARs and local CCIRs (see Appendix B).
- Updates OPREP format (see Appendix C).
- Updates/changes the MSCoE CCIRs and notification requirement per the Commanding General’s guidance (see Appendix B).
- Updates e-mail addresses and phone numbers throughout.

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## **Chapter 1 Introduction**

### **1-1. Purpose**

To establish policy and procedures for preparing Operations Reports (OPREPs), Commanders Critical Information Requirements (CCIRs), and Serious Incident Reports (SIRs) within or near Fort Leonard Wood (FLW) for incidents involving Service members, Family members, Civilian employees, and Department of Defense (DoD) affiliated personnel (this also includes incidents involving Non-DoD affiliated personnel on FLW – i.e. death of a Civilian with no DoD affiliation at General Leonard Wood Army Community Hospital (GLWACH) is still reportable). The primary purpose of formalized reporting is to inform the Maneuver Support Center of Excellence (MSCoE) and United States Army Garrison (USAG) senior leadership and higher headquarters of incidents which impact elements resident on FLW. These procedures do not eliminate the requirement for submission of other reporting agencies/unit requirements, such as the MSCoE Safety Office (MSO), the Staff Judge Advocate (SJA), and line of duty investigations. Criteria in this regulation may require reports through multiple command channels.

### **1-2. References**

- a. Required and related publications and references are listed in Appendix A.
- b. References to the Commanding General, MSCoE, FLW, MO will be referenced as senior commander (SC).

### **1-3. Explanation of acronyms and abbreviations**

Acronyms and abbreviations are explained in the glossary.

### **1-4. Responsibilities**

- a. FLW reporting unit commanders, directors, agencies, and attached units are responsible for reporting the events and incidents defined in paragraphs 2-3 through 2-5 or Appendix B as well as any other matter that commanders determine to be of concern to the SC.
- b. The FLW Installation Operations Center (IOC) and Emergency Operations Center (EOC) are responsible for collecting, analyzing, and referring all OPREPs, CCIRs, and SIRs for dissemination to FLW leadership and staff, and to the appropriate higher Army Commands (ACOMs).

## **Chapter 2 Reporting Policy**

### **2-1. Policies**

- a. Report incidents to the FLW IOC, as defined in Appendix B, of this regulation. This list is not all inclusive. Commanders should report any incident that might be of concern to the SC. In determining if an event/incident is of concern to the SC, the following factors should be considered: severity, potential for negative publicity, and the potential consequences of the

event/incident (e.g., outstanding warrants, drunk and reckless driving, disturbing the peace, alleged domestic and sexual crimes, etc.). If in doubt, submit an OPREP.

b. Reporting procedures outlined in this regulation do not replace the reporting procedures as outlined in AR 190-45 (Law Enforcement Reporting) or the submission of other reports (e.g., aviation or ground accident reports submitted through separate reporting channels). Parallel reports are often required due to separate reporting channels with applicable ACOM regulations. Commanders at all levels will report alleged criminal incidents to the Director of Emergency Services (DES) and/or U.S. Army Criminal Investigation Command (USACIDC) for appropriate inquiry, investigation and/or disposition.

c. All OPREPs will follow the guidelines in Training and Doctrine Command (TRADOC) Regulation 1-8, Command Operations Reporting; and Installation Management Command (IMCOM) Regulation 190-45-1, Serious Incident Reports and Commander's Critical Information Reports.

## **2-2. Reportable events and incidents**

Use the OPREP for all significant incidents occurring on or off FLW or the geographic location outlined in AR 190-45, Chapter 1, Table 1-1. Immediate reports through the chain of command to the responsible reporting agencies listed in this regulation are necessary to ensure that the installation leadership, support agencies, and higher headquarters are informed of critical or sensitive events before the event makes the news. Timeliness takes precedence over completeness for the initial report. Events and critical information defined in this regulation are listed below.

## **2-3. Category 1- Serious incidents and commanders critical information requirements (CCIR)**

a. Commanders and directors are required to provide immediate telephonic notification to the SC and/or Chief of Staff (CoS) regardless of time of day for any Category 1 SIR/OPREP incident and CCIR, listed in paragraph B-1 of Appendix B. Units will immediately follow-up with a written SIR via email after the incident or discovery to the FLW IOC at [usarmy.leonardwood.usag.mbx.eoc@mail.mil](mailto:usarmy.leonardwood.usag.mbx.eoc@mail.mil) and by calling the FLW IOC at 573-563-6126.

b. CCIR incidents will be reported by the FLW IOC as required by higher headquarters reporting guidance as outlined in Appendix B.

## **2-4. Category 2- Serious incidents**

a. Commanders and directors will follow prescribed actions in Appendix B. They are required to report incidents that fall under the Category 2 criteria, listed in Appendix B with a written OPREP submitted to the FLW IOC after the incident or discovery. Send all reports via email to [usarmy.leonardwood.usag.mbx.eoc@mail.mil](mailto:usarmy.leonardwood.usag.mbx.eoc@mail.mil) and by calling the FLW IOC at 573-563-6126.

b. The FLW IOC will forward SIRs/OPREPs to the appropriate ACOM EOC.

## **2-5. Category 3- Specific reportable events and incidents**

a. Commanders and directors will report any incident falling under the Category 3 criteria, listed in Appendix B, with a written OPREP submitted after the incident or discovery to the FLW IOC via email at [usarmy.leonardwood.usag.mbx.eoc@mail.mil](mailto:usarmy.leonardwood.usag.mbx.eoc@mail.mil).

b. OPREPs for Category 3 serious incidents are reviewed by the FLW IOC, cleared appropriately and distributed as required.

## **2-6. Suspicious activity report (SAR)**

a. The Directorate of Emergency Services (DES) will utilize eGuardian to report, share and analyze unclassified suspicious activity information regarding potential threats or suspicious activities affecting DOD personnel, facilities, or forces in transit. DES will conduct a preliminary evaluation of suspicious activity report (SAR) information received to assess credibility, and initiate a raw data file, only when the incident warrants immediate investigation or when the SAR is recommended as an eGuardian report.

b. Urgent information will be submitted into eGuardian for approval in not more than 12 hours of receipt. Urgent refers to information regarding a terrorism-related event, terrorist threat, or suspicious activity.

c. Specific reports will be submitted into eGuardian for approval within 24 hours. Specific and actionable refers to those reports warranting the initiation of investigative activity.

d. Non-actionable reports will be submitted into eGuardian for approval within 72 hours. Non-actionable refers to those reports that may be relevant to the establishment of patterns of suspicious activity.

e. DES will forward the initial SAR to the IOC for commander review submission to TRADOC and IMCOM.

## **Chapter 3 Reporting Procedures**

### **3-1. OPREP requirements and means of reporting**

a. Reporting units will contact the FLW IOC telephonically upon discovery or notification of the event at 573-563-6126/4045.

b. Immediately after notifying the FLW IOC the reporting units will prepare and forward an initial OPREP message, using the format included in Appendix C. OPREPs will be submitted independent of commanders or directors notifying the SC of reportable incidents as outlined in Appendix B.

c. The OPREP will be submitted by encrypted email to [usarmy.leonardwood.usag.mbx.eoc@mail.mil](mailto:usarmy.leonardwood.usag.mbx.eoc@mail.mil). The subject line of the email will contain the unit and the CCIR category. The body of the email will contain the 7Ws using the format for TRADOC or IMCOM based on where the OPREP is being filed as listed in Appendix C. The information in the OPREP summary block will be copied and pasted into the Summary block of the e-mail body, omitting all personally identifiable information (PII) from the summary. Ensure the OPREP is attached to the email to the FLW IOC.

d. If the initial OPREP requires follow up reporting, an update will be submitted, which provides information not available at the time of the initial report (e.g., autopsy results, location of incident, etc.). As needed, commanders will submit an update after the initial report, including command response to the incident, with subsequent reports until the "Final" report is submitted closing out the "Initial" and/or "Update" OPREPs.

e. Electronic OPREP templates are available at:  
<https://sp.wood.army.mil/sites/DPTMS/COP/Documents/Forms/AllItems.aspx?RootFolder=%2fsites%2fDPTMS%2fCOP%2fDocuments%2fCommand%20Information%20Report%20Docs%2for%20COP%2fSIR%20and%20CCIR%20Menu&FolderCTID=0x0120007A4EFE798ECEE6489E2FE00F923F37D2>

### **3-2. Reporting flow**

a. Category 1 incidents require immediate telephonic notification by the reporting commander to the SC or CoS in accordance with Appendix B. Units will follow all telephonic notifications with a written SIR via email to the FLW IOC with a 7W email. The OPREP review and approval points of contact will be notified immediately via email.

b. Category 2 incidents require email notification by the reporting commander. Incidents will be reviewed by the OPREP review and approval points of contact (Paragraph 3-3). The MSCoE-CoS or the designated officer will approve the SIR/OPREP to forward to the appropriate ACOM. All incidents and reporting will follow notification criteria in Appendix B.

c. Category 3 incidents require telephone or email notification by the reporting commander. Incidents will be reviewed by and distributed to the appropriate local action office (Paragraph 3-3) during normal duty hours.

d. Sexual assault related incidents will be reported by the unit directly to the MSCoE Sexual Harassment/Assault Response & Prevention (SHARP) Office at (573)596-0600/5711 or the Program Manager at (573)528-1132. Telephonic contact will be followed up with a written OPREP utilizing the approved format and sent to the SHARP OFFICE using encrypted email to recipients directed during the initial call.

e. Upon receipt of the OPREP the FLW IOC will prepare the distribution email and provide a filing/submission recommendation to the MSCoE-CoS or the designated officer.

f. The MSCoE-CoS reviews the OPREP and directs appropriate routing (i.e. local file, TRADOC EOC, etc.).

g. The FLW IOC will execute the OPREP reporting as directed and file a copy of the report(s) locally.

### **3-3. OPREP contacts**

a. OPREP Review and Approval. The IOC/EOC will send the formatted OPREP to the MSCoE-CoS, G2 and SJA for review, comment and approval. The IOC/EOC staff is courtesy copied on all OPREP messages. Based on report specifics the IOC will distribute the OPREP to additional contacts as listed in the following paragraphs.

b. OPREPs involving any IMCOM CCIR will also be distributed to the Garrison Commander, and Deputy Garrison Commander.

c. OPREPs involving the death or very serious injury of a Service member, Family member or DA Civilian will also be distributed to the FLW Casualty Assistance Office.

d. OPREPs involving infectious disease, an action that might be classified as a suicidal gesture or attempt, or if a serious illness is involved, will also be distributed to GLWACH.

e. OPREPs involving family violence incidents, to include domestic violence, spouse abuse, and child abuse will also be distributed to the Family Advocacy Program Manager.



## **Appendix A References**

### **A. Required publications**

- a. AR 190-30, Military Police Investigations, 1 November 2005.
- b. AR 190-45, Law Enforcement Reporting, 27 September 2016.
- c. AR 200-1, Environmental Protection and Enhancement, 13 December 2007.
- d. AR 380-13, Acquisition and Storage of Information Concerning Non-Affiliated Persons and Organizations, 30 September 1974.
- e. AR 381-10, US Army Intelligence Activities, 3 May 2007.
- f. DA Pam 600-24, Health Promotion, Risk Reduction, and Suicide Prevention, 14 April 2015.
- g. DA Pam 600-26, Department of the Army Affirmative Action Plan, 23 May 1990.
- h. CCIR FRAGO 2 TO EXORD 222-17 - HQDA SENIOR LEADER COMMANDERS CRITICAL INFORMATION REQUIREMENTS.
- i. TRADOC Reg 1-8, TRADOC Command Operations Reporting, 11 August 2017.
- j. TRADOC Reg 350-6, Enlisted Initial Entry Training Policies and Administration, 9 August 2019.
- k. IMCOM Reg 190-45-1, United States Army Installation Management Command (IMCOM) Serious Incident Reports(s) And (Commander's Critical Information Reports [CCIRs]), 25 February 2020.
- l. MSCoE Commander's Critical Information Requirements (CCIR) as of 29 August 2019.

### **B. Related publications**

- a. AR 380-5, Department of the Army Information Security Program 29 September 2000.
- b. AR 40-5, Preventive Medicine, 25 May 2007.
- c. AR 50-6. Chemical Surety, 16 April 2018.

## **Appendix B**

### **Serious Incident Report (SIR)/Operations Report (OPREP) Criteria**

Use the OPREP format for all significant incidents occurring on the installation and in its geographical area of responsibility as outlined in AR 190-45. When a Soldier is listed as a subject in an OPREP, include whether the Soldier has deployed within the past year. At a minimum, commanders must report the following incidents (regardless of whether DES submits a SIR or an OPREP covering the incident).

#### **B-1. MSCoE CCIR events and incidents**

The SC has directed supplemental reporting requirements above the CAT 1, 2 and 3 reportable incidents identified in AR 190-45, TRADOC 1-8 and IMCOM 190-45-1. The following are MSCoE specific requirements reportable as events and incidents with notification instructions designated (A) for All Hours call, (D) for Daytime call and (E) for Daytime Email or Text. The organization commander or director will telephone the SC or CoS, or the FLW-IOC as appropriate.

a. CCIR: Phone Call to CG (CoS if CG unavailable); 7Ws email follow-up to CG, CoS and XO; OPREP to IOC.

(1) (A) Any death, suicide attempt, or serious injury/illness (involving threat to life, limb, eyesight) resulting in hospitalization of any military personnel, dependent, or DoD civilian assigned to or training at FLW.

(2) (A) Any threats against FLW or brigade command teams and above.

(3) (A) Change in Force Protection Condition (FPCON) on FLW.

(4) (A) Any actual, impending, or threat of a natural or manmade incident (including CBRN) that could threaten lives, cause major training deviations or cause significant infrastructure damage.

(5) (D) Any incident that involves FLW military personnel or activity that may create a negative perception towards FLW, MSCoE, TRADOC, the Army, or the DoD. (All hours notification for incidents gaining national media attention).

(6) (D) Any actual, attempted, or alleged serious crimes (e.g. murder; kidnapping; rape; aggravated sexual assault; larceny >\$50k; hate crimes; arson; armed robbery; arms room break-in; child abuse within an Army organization setting or facility; etc.) on FLW or involving any personnel assigned or training at FLW.

(7) (D) Any Officer, Senior Non-Commissioned Officer (E-8/9), or individual assigned to a position of significant trust (POST) alleged incidents of sexual assault, sexual harassment or misconduct requiring suspension, removal, or potential UCMJ.

(8) (D) Any OPSEC violation or loss of a controlled item (weapon, ammo, or sensitive item) that may endanger FLW or DOD activities.

b. SIR: Email SIR to CoS, ACoS and XO; OPREP to IOC.

(1) (E) Unannounced or unexpected visit of an O-8 or above, E9, or elected official. (No OPREP required).

(2) (E) Significant change of readiness posture, deployment and redeployment of FORSCOM formations of 10 or more SMs.

(3) (E) Violations of MSCoE Policy Letters. (No OPREP required).

(4) (E) Potential foreign collection and cyber warfare activities that may involve targeting MSCoE activities.

(5) (E) Safety or weather related injuries/illnesses of five or more SMs during a single event.

(6) (E) Loss of FLW Computer Network over two hours.

(7) (E) Religious Accommodation request initiation. (No OPREP required).

(8) (E) IDS off-line for over one hour; with status of security details. (Reported by USAG or EOC) (No OPREP required).

(9) (E) Congressional requests or inquiries outside of established channels. (No OPREP required).

(10) (E) Any in-patient hospitalization of a DoD Civilian assigned to or training at FLW, not included in CCIR #1, due to work place injury.

c. Other Reporting Requirements: OPREP to IOC.

(1) CAT #1 and CAT #2 Reportable Events IAW AR 190-45 (Not listed as separate CCIR/SIR).

(2) CAT #3 Reportable Events IAW TR 1-8 (Not listed as separate CCIR/SIR).

d. MSCoE Commander's CCIR Special Instructions.

(1) Commanders should use their professional discretion and report any instance they deem necessary to the CG.

(2) Significant Changes:

(a) No Reporting of Suicidal Ideations (if in doubt whether an incident meets "attempt" or "self-harm" classification; submit OPREP to IOC).

(b) No Reporting of DUI/DWI.

(c) No Reporting of incidents involving arrest for possession of illegal drugs (unless quantity meets threshold in AR 190-45, Paragraph 8.3 (4))

(3) Clarifications:

(a) CCIR #2: Includes O-6 brigade equivalent commands.

(b) CCIR #6: Domestic violence (to include child abuse) is only reported provided it meets the "serious" threshold as determined by the reporting commander.

(c) CCIR #7: Reported upon notification of alleged incident requiring investigation initiation and suspension and/or removal from position.

(d) SIR #1: Includes relatives of Soldiers attending graduation ceremonies.

(e) SIR #3: Reported once a violation has been determined.

(f) SIR #5: Includes suspected/potential weather related injuries requiring evacuation of five or more SMs during a single event. OPREP to IOC is required should SMs have confirmed injuries requiring reporting IAW TRADOC Reg1-8, Paragraph 2-2.d.(3).

(g) SIR #5: Outbreaks of communicable illnesses and diseases within a single unit can be reported under this SIR as well.

**B-2. Category 1 (CAT 1) Serious-incident report (SIR)**

Actual or alleged CAT 1 SIR reportable incidents as identified in AR 190-45 require an OPREP from the commander/director to the FLW IOC. Chemical events listed in para (i) below will be sent to HQDA Army Operations Center within one hour of confirmation. Upon approval of the OPREP, the FLW IOC will forward the OPREP to the appropriate ACOM.

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 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 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) Discharge of chemical agent external to the containment laboratory and into the ambient environment.

(8) 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.

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

### **B-3. Category 2 (CAT 2) Serious-incident report (SIR)**

All actual or alleged CAT 2 SIR reportable incidents as identified in AR 190-45 require an OPREP from the commander/director to the FLW IOC. Upon approval of the OPREP, the FLW IOC will forward the OPREP to the appropriate ACOM:

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 non-appropriated funds (NAF) 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.

(2) Sensitive items, other than arms and ammunition, identified by controlled inventory item code (CIIC) 1–6, 8, 9, Q, R, or Y (see AR 710–2).

(3) Controlled cryptographic items.

(4) Drugs identified in the Comprehensive Drug Abuse Prevention and Control Act of 1970 as Schedules I, II, III, IV, and V controlled substances. Schedule II - V 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) Lysergic acid diethylamide (LSD), 6 dosage units or more.

(7) Phencyclidine (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, corrupt practices, or acceptance of gratuities by Soldiers, DA, or NAF 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.

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 machine gun 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, blocks of explosives, etc.).

(5) One or more semi-automatic or manually operated firearms.

(6) Five or more rounds of ammunition greater than .50 caliber.

(7) One thousand 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 arms, ammunitions and explosives (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 in medical treatment facilities, all deaths occurring on Army installations must be reported (not just SM, Family member and DoD affiliated – as stated in 1-1) including, but not limited to, homicides, suicides, and deaths resulting from traffic accidents, training accidents, fires, or other incidents. Additionally, deaths of Family members that occur off the installation which are deemed to be criminal in nature will be reported. All deaths of Soldiers that occur off the installation will be reported. If the manner of death is unknown, the incident should be reported as undetermined manner of death. The manner of death should be reported by add-on SIR as soon as determined. Whether the next of kin has been notified should be included in the SIR. Seatbelt and alcohol use should also be included in the SIR.

n. Kidnapping.

o. Major fires or natural disasters involving death, serious injury, property damage in excess of \$250,000 (see additional reporting requirements in AR 420–90), 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.

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 (see AR 190–30, and AR 190–53), or acquisition and storage of non-affiliated U.S. person information (see AR 380–13).

t. Actual or alleged incidents of child abuse which takes place within an Army organizational setting or facility (for example, child development center, youth activities center, military treatment facility (MTF), or gymnasium) or an Army sponsored or sanctioned activity (for example, quarters-based family child care home, youth sports or recreation activities, field trips, etc.). This paragraph 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 (for example: child development center, quarters-based family child care home, youth activities center, etc.) 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 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.

#### **B-4. TRADOC Category 3 (CAT 3) Commander's critical information requirements (CCIR) events and incidents**

Supplementing the CAT 1 & 2 reportable incidents listed in AR 190-45, the following are TRADOC specific requirements reportable as CAT 3.

Encl 1 to OPORD 19-017 (CCIRs) TRADOC COMMANDER'S CRITICAL INFORMATION REQUIREMENTS UNIT REPORTING MATRIX UNCLASSIFIED//FOUO	
Incident/Event	
TRADOC CCIRs (FFIRs)	
	(FFIR 1) Any Change to FPCON or changes to other alert and security status levels affecting TRADOC, subordinate organizations, or TRADOC SC installation.
	(FFIR 2) Danger or serious injury involving death, threat to life, limb, or eyesight of any military personnel, dependent, or DoD civilians assigned to TRADOC, subordinate organizations, or TRADOC SC installation.
	(FFIR 3) Any incident involving TRADOC, subordinate organizations, or TRADOC SC installation that may result in significant negative national media coverage.
	(FFIR 4) Actual or anticipated request for assistance (RFA) to TRADOC, subordinate organizations, or TRADOC SC installation from USARNORTH or other primary federal agency for Defense Support of Civilian Authorities (DSCA) or if TRADOC commanders exercise immediate response for local civilian authorities to save lives, prevent human suffering, or mitigate property damage.
	(FFIR 5) TRADOC Soldiers, civilian employees, contractor employees, or Family members exhibiting indicators of actual or potential violence.
	(FFIR 6) Unrestricted reports of alleged incidents of sexual assault (including rape) where the SM or a Cadet is the victim or subject.
TRADOC CCIRs (PIRs)	
	(PIR 1) -Significant events, including terrorist activity, extremist violence, foreign criminal enterprise, manmade or natural disasters and severe weather that is likely to impact TRADOC personnel on or off installations across CONUS and overseas.
	(PIR 2) - Foreign collection activities (surveillance, elicitation, solicitation, etc.) being targeted against TRADOC Centers of Excellence, schools, personnel, and interests.
	(PIR 3) - Developments in the operational environment (contemporary, mid-term and far-term) that will impact the way in which TRADOC recruits Soldiers, develops leaders, trains and educates the force, and develops capabilities, concepts, and doctrine.



(PIR 4) - Indications and impacts of ongoing adversary cyber warfare efforts on TRADOC, Army, and DOD information systems across CONUS and overseas.
<b>Other Reporting Requirements-Reportable SIRs IAW CHAP 8 &amp; 9, AR 190-45 and TR 1-8</b>
<b>CAT #3</b>
D1 - TRAINING USE OF RIOT CONTROL AGENT OR CHEMICAL MATERIAL STIMULANTS OUTSIDE ESTABLISHED PARAMETERS.
D2 - SERIOUS CRIME (AGGREGATED ASSAULT, ANY UNRESTRICTED SEXUAL ASSAULT NOT COVERED UNDER FFIR, LARCENY EXCEEDING \$50K, AND MURDER OR ATTEMPT MURDER) ON AND OFF THE INSTALLATION COMMITTED BY OR AGAINST A TRADOC SOLDIER, DEPENDENT, DA CIVILIAN, CONTRACT, FUTURE SOLDIER, OR CONTRACTED SENIOR OFFICER CORPS (ROTC) CADET.
D3 - SIGNIFICANT ENVIRONMENTAL INJURY TO A TRADOC SOLDIER, DEPENDENT OR DA CIVILIAN THAT COULD IMPACT OR POTENTIAL IMPACT TRADOC MISSION (SUCH AS HEAT STROKE, RHABDOMYOLYSIS, CARBON MONOXIDE POISONING, HYPOTHERMIA, FROSTBITE, HEAT EXHAUSTION, AND COMMUNICABLE ILLNESS, SUCH AS INFLUENZA, HEPATITIS, AND WEST NILE VIRUS). CONSULT LOCAL MEDICAL FACILITY FOR ILLNESSES THAT EXCEED THE EXPECTED BASELINE.
D4 - COMMUNICABLE ILLNESSES THAT EXCEED THE BASELINE FOR THOSE ILLNESSES AND UNUSUAL ILLNESSES. CONSULT WITH THE LOCAL MEDICAL TREATMENT FACILITY.
D5 - SUICIDE ATTEMPTS (ALL OVERT ACTS OF SELF-DESTRUCTIVE BEHAVIOR THAT DO NOT RESULT IN DEATH) OCCURRING ON A TRADOC SC INSTALLATION. IF SUICIDE OR Attempt suicide involves a SOLDIER ATTENDING INITIAL ENTRY TRAINING (BCT, OSUT, WTC, AIT, OFFICER INITIAL ENTRY TRAINING) THEN INDICATE INITIAL ENTRY STATUS IN THE SIR SUMMARY OF INCIDENT SECTION.
D6 - US ARMY CLASS B, C AND D AVIATION ACCIDENT (MANNED OR UNMANNED) / INCIDENT WITHOUT LOSS OF LIFE. THIS EXTENDS TO TENANT AND TRANSIENT AIRCRAFT FROM OTHER SERVICES OR COMMAND USING TRADOC FACILITIES OR LAND IN THE GEOGRAPHIC AOR.
D7 - COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS (C4) OUTAGES. ALL INSTALLATION OPERATION CENTERS AND TRADOC ACTIVITIES WILL REPORT PLANNED AND UNPLANNED DEGRADATIONS OF C4 CAPABILITIES (AS DEFINED IN PARAGRAPH F-1).
D8 - MAJOR INSTALLATION UTILITIES/INTERRUPTIONS THAT IMPACT OPERATIONS AND TRAINING.
D9 - SUSPECTED OR CONFIRMED INFORMATION SYSTEM INCIDENTS OR INTRUSIONS. INCIDENTS OR EVENTS TO BE REPROTED ARE DEFINED IN AR 25-2, PARA 4-21.
D10 - PII BREACHES. THIS APPLIES TO ALL SOLDIERS AND CIVILIAN PERSONNEL ASSIGNED, ATTACHED, DETAILED, OR ON TEMPORARY DUTY WITH TRADOC ORGANIZATIONS THAT CONTROL OR COLLECT PII. SEE TR 1-8, PARAGRAPH 3-1E.
D11 - TRAINEE ABUSE OR PLATOON SERGEANT, DRILL SERGEANT, RECRUITER, ROTC/JUNIOR ROTC CADRE MISCONDUCT: (A) ALLEGATIONS OF TRAINEE ABUSE AS DEFINED IN TRADOC REGULATION 350-6, (ANY IMPROPER OR UNLAWFUL PHYSICAL, VERBAL, OR SEXUAL ACT AGAINST A TRAINEE; OR ACTS INVOLVING A TRAINEE AGAINST TRAINEE). TRAINEE ABUSE, PLATOON SERGEANT, AND DRILL SERGEANT MISCONDUCT WILL BE REPORTED IN ACCORDANCE WITH TRADOC REGULATION 350-6.
D11(B) - ALLEGATIONS OF PLATOON AND DRILL SERGEANT MISCONDUCT NOT RELATED TO TRAINEE ABUSE.
D12 - ENVIRONMENTAL ACCIDENTS OR INCIDENTS AT AN INSTALLATION WITH A TRADOC SC THAT RESULT IN: (A) ANY RELEASE OF A HAZARDOUS SUBSTANCE (TO INCLUDE FUEL) RESULTING IN INJURY, DEATH, EVACUATION OF FACILITIES, OR POTENTIAL SEVERE DEGRADATION OF THE ENVIRONMENT. EXAMPLES INCLUDE SPILLS OF PETROLEUM, OIL, AND LUBRICATION PRODUCTS INTO STORM DRAINS OR WATERWAYS; RELEASE OF SUBSTANCES SUCH AS CHLORINE GAS AND OTHER HAZARDOUS SUBSTANCES IN REPORTABLE QUANTITIES OR GREATER, AS DEFINED IN FEDERAL, STATE, AND LOCAL REGULATIONS; OR WHEN EFFECTS CAUSE ILLNESS TO THE EXPOSED INDIVIDUAL(S).
D12(B) - SERIOUS OR CATASTROPHIC FAILURE TO AN OPERATING SYSTEM AT A FACILITY THAT HAS BEEN LICENSED BY A STATE OR FEDERAL REGULATORY AGENCY (FOR EXAMPLE, SEWAGE TREATMENT PLANT, DRINKING WATER TREATMENT PLANT, HAZARDOUS WASTE TREATMENT OR STORAGE FACILITY, ETC.). PARTICULARLY, IF PROVISIONS IN THE PERMIT AND/OR GOVERNING REGULATIONS REQUIRE TIMELY REPORTING TO THE REGULATORY AGENCY WITH OVERSIGHT AUTHORITY, AND IT IS REASONABLE TO EXPECT AN ENFORCEMENT ACTION WILL FOLLOW.
D13- INCIDENTS/ACCIDENTS INVOLVING INTERNATIONAL STUDENTS AND INTERNATIONAL STAFF ASSIGNED TO TRADOC COMMANDS, SCHOOLS, CENTERS, OR ACTIVITIES. REPORTABLE INCIDENTS/ACCIDENTS INCLUDE ABSENT WITHOUT LEAVE, DISCIPLINARY PROBLEMS, ANY TRAINING ACCIDENT, OR ANY ACCIDENT CAUSING INJURY OR DEATH.
D14 - ANY INCIDENT INVOLVING SPILLAGE OF CLASSIFIED INFORMATION.
50 - ANY OTHER INCIDENTS THAT THE COMMANDER DETERMINES TO BE OF CONCERN TO TRADOC OR HQDA BASED ON THE NATURE, GRAVITY, POTENTIAL FOR ADVERSE PUBLICITY, OR POTENTIAL CONSEQUENCES OF THE INCIDENT.
<b>Commander determination-Incident is of immediate concern to HQ TRADOC</b>

**B-5. IMCOM CAT 3 CCIR events and incidents.**

IMCOM also has supplemental reporting requirements above the CAT 1 & 2 reportable incidents identified in AR 190-45. The following are IMCOM specific requirements reportable as CAT 3.

<b>IMCOM CCIR</b>
<b>Garrison Commanders/Managers Reporting</b>
<b>1. Immediate telephonic notification 24/7 to ID Director</b>
<b>2. E-mail EXSUM to ID Director, ID OPS, and IMCOM OPS Center within 2 hours</b>
1. Death or serious injury involving loss of life, limb, or sight to any IMCOM member (Soldier, Civilian and their immediate family member (spouse, children).
2. 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.
3. Any sexual assault reported by any IMCOM assigned military or civilian employee.
4. 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.
5. 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.
6. Incidents involving unauthorized Unmanned Aircraft (UA) and Unmanned Aircraft Systems (UAS) operating IVO Army equities. Any 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.
7. Any change in force protection condition baseline.
8. 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.
9. 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).
10. 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.
11. Confirmed or suspected exposure of classified information; compromise, suspected compromise, loss, or theft of PII; connection of a SIPRNET system to the NIPRNET.
12. 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.
13. Potentially adverse public affairs issues on or off the installation that effects the mission or the ability to provide services to the IMCOM community.
14. POTUS, VPOTUS, US Government Secretary, Foreign Dignitary, Ambassador, GOVDEL, CODEL, 3-STAR or above and equivalent visit to an IMCOM installation/activity.
15. Any major crisis 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.
16. 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.
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.

18. 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.
19. (U//FOUO) Theft, suspected theft, attempted theft, loss, or unaccounted arms, ammunition, and explosives. See AR 190-45.
20. Any serious incidents reportable per AR 190-45
21. (U) 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.
22. Failure of installation utilities or services that create a life-threatening condition or negatively affects mission critical operations.
23. Any activation/deployment/re-deployment of Units on the installation that requires garrison's assets, resources or support.

## Appendix C Operations Report Format Example

From: CDR MSCOE Ft Leonard Wood MO//ATZT-CG//  
To: CDRUSATRADOC Ft Eustis VA//ATTG-ZOO  
usarmy.jble.tradoc.mbx.tradoc-eoc-watch@mail.mil  
Info: IMCOM Opns Ctr

Subject: OPREP Number 19-000-000 (Initial/Update/Final)

1. Category: 2
2. Type of incident: Heat Stroke/Death
3. Date/time of incident/DTG Received in IOC: 010730 July 19/011000 July 19
4. Location: Range 33, Fort Leonard Wood
5. Other information:
  - a. Racial: no
  - b. Trainee involvement: yes
6. Personnel involved:
  - a. Subject
    - (1) Name: Doe, John
    - (a) Pay grade: PV2
    - (b) SSN or DODID#
    - (c) Race: White
    - (d) Sex: Male
    - (e) Age: 18
    - (f) Position: Trainee/Drill Instructor/Cadre/ Permeant Party/ETC.
    - (g) Security Clearance: S-NAC
    - (h) Unit and station: A Co, 2-29 IN (TRADOC)
    - (i) Duty Status: Present/TDY/LEAVE/ETC.
    - (j) Date Arrive to FLW: N/A
    - (k) Date of Departure (Graduation Date): N/A
  - b. Victim: N/A (when used items (1) thru (l) will used)
7. Summary of incident: At approximately 010730 Jul 19, while conducting PT PV2 Doe complained of headache, nausea, and muscle cramps. Immediately SSG Smith took his core body temp at 105.3 and applied ice sheets and started an IV. Emergency Medical Services (EMS) personnel were called and PV2 Doe was transported to MACH. His body temp was 105.1 upon arrival at MACH. At approximately 010845 Jul, PV2 Doe went into massive renal failure and died.
8. Remarks:
  - a. Next of Kin Notification: Yes, parents
  - b. Was the soldier recently deployed? To OIF; To OEF: No
  - c. Were seatbelts worn: N/A
  - d. Was alcohol involved: N/A

- e. Was personal protective gear/equipment worn: N/A
- f. Any previous medical history: UNK
- g. Were Combat Lifesavers present: Yes
- h. Was CPR performed at the scene: No
- i. Anyone notice anything different concerning Soldier's performance: Yes. Unstable, ungainly gait.
- j. Times leading up to Soldiers Death:
  - (1) Time CPR started: N/A
  - (2) Time 911 called: 0735
  - (3) Time EMS personnel arrived on scene: 0745
  - (4) Time EMS departed scene in route to hospital: 0750
  - (5) Time EMS arrived at hospital: 0800
  - (6) Time Soldier pronounced dead: 0845
- k. Soldier's Component: AD
- l. Ages/gender of Family members: N/A
- m. Type of Training: One station unit training
- n. Phase of Training: 3d week
- o. Weather conditions at time of incident: Overcast, temp in low 70's
- p. Other factors contributing to the incident:
- q. Is the soldier married: No
- r. If the soldier was an E-5 or below, did he/she enlist with a waiver: No

9. Publicity: None expected at this time

10. Commander Reporting: COL I.M. Short, COS

11. Point of Contact: Mr. Jim Jones, DSN 676-4045, <leon.dptmeoc@conus.army.mil>

12. Downgrading instructions: The FOUO protective marking may be removed on DDMMYYYY.

NAME/ POSITION OF CHAIN OF COMMAND NOTIFIED

Co CDR:		DPTMS:	
Bn CDR:		CofS:	
Bde CDR:		Gar CDR:	
Sch Cndt			

a. When forwarding CAT 3a and CAT 3b, the following format will be utilized baed on whether the in nofmaton is bening sent to TRADOC or IMCOM:

**TRADOC 7W CCIR/SIR REPORTING FORMAT**

- 1. Who:
- 2. What:
- 3. When:
- 4. Where:
- 5. What (Summary):
- 6. What Unit Has Done:
- 7. What Support is Needed:

## **IMCOM SIR REPORTING FORMAT**

1. IMCOM Directorate/Installation:
2. What:
3. Who:
4. Where:
5. When:
6. Army Watch notified:
7. Summary:

b. All written reports will be forwarded to the IOC. Notification is made through the FLW IOC.

## Glossary

### **AA&E**

Arms, Ammunition, and Explosives

### **ACERT**

Army Computer Emergency Response Team

### **ACOM**

Army Command

### **AR**

Army Regulation

### **C4**

Command, Control, Communications, and Computers

### **CAT**

Category

### **CCIR**

Commander's Critical Information Requirements

### **CDR**

Commander

### **CDTF**

Chemical Defense Training Facility

### **CG**

Commanding General

### **CIIC**

Controlled Inventory Item Code

### **CSM**

Command Sergeant Major

### **DA**

Department of the Army

### **DES**

Directorate of Emergency Services

### **DOD**

Department of Defense

### **DPTMS**

Directorate of Plans, Training, Mobilization, and Security

### **DTG**

Date/Time Group

### **EMS**

Emergency Medical Services

### **EOC**

Emergency Operations Center

### **FLW**

Fort Leonard Wood

### **FORSCOM**

Forces Command

### **FOUO**

For Official Use Only

### **FPCON**

Force Protection Condition

### **GLWACH**

General Leonard Wood Army Community Hospital

### **GO**

General Officer

### **HQDA**

Headquarters, Department of the Army

### **IAW**

In Accordance With

### **IOC**

Installation Operations Center

### **IMCOM**

Installation Management Command

### **ITRO**

Interservice Training Review Organization

**LSD**

Lysergic Acid Diethylamide

**MSCoE**

Maneuver Support Center of Excellence

**MSG**

Message

**MSO**

Maneuver Support Center of Excellence  
Safety Office

**MTF**

Military Treatment Facility

**NAF**

Non-appropriated Funds

**NCO**

Non-commissioned Officer

**OPREP**

Operations Report

**PAO**

Public Affairs Officer

**Pam**

Pamphlet

**PCP**

Phencyclidine

**PII**

Personally Identifiable Information

**Reg**

Regulation

**SAR**

Suspicious Activity Report

**SC**

Senior Commander

**SIPRNET**

Secret Internet Protocol Router Network

**SIR**

Serious Incident Report

**SJA**

Staff Judge Advocate

**TRADOC**

Training and Doctrine Command

**U.S.**

United States

**USSS**

United States Secret Service

**VSI**

Very Serious Injury